



# The University of British Columbia

## Staff Job Postings

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THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:19-SEP-2011

**PLEASE POST ON A BULLETIN BOARD IN A CONSPICUOUS PLACE**

**THE UNIVERSITY OF BRITISH COLUMBIA**

### **APPLICATION INSTRUCTIONS**

**All career opportunities can be accessed at: [www.hr.ubc.ca/careers](http://www.hr.ubc.ca/careers)**

#### **INTERNAL APPLICANTS**

Internal applicants will apply for positions using the myCareer feature in the self-service web portal, accessible by logging in with their Campus Wide Log-in (CWL) ID.

#### **EXTERNAL APPLICANTS**

External applicants will create their online profile by visiting [www.hr.ubc.ca/careers](http://www.hr.ubc.ca/careers). Once you have selected the position you would like to apply for, you can create your online profile and upload your resume.

For those wishing to apply using a paper format, please submit an application resume for each position for which you wish to be considered, by specifying the Position and Job ID, to:

#### **THE UNIVERSITY OF BRITISH COLUMBIA**

**Human Resources**

**350-2075 Wesbrook Mall**

**Vancouver, BC**

**V6T 1Z1**

The Job Posting does not imply that any applicant will necessarily be selected for the position, nor is the classification as listed a commitment by the University to appoint an applicant to the classification.

Applications for each of the following vacancies should be submitted by 11:59PM on the posting close date.

#### **VIEW OUR CAREER OPPORTUNITIES WEEKLY**

Sign up for Job Alerts within myCareer to receive email notifications when new opportunities are posted online.

#### **VIEW YOUR APPLICATION STATUS**

View the status of your application(s) by logging into myCareer. You can also choose to apply for multiple job postings at the same time.

Note: Unless otherwise indicated, positions are full-time Monday to Friday.

Research Grants, Capital Funds and Self-supporting positions can be continued only as long as funds are available.

UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply.



### Job Posting

**Job ID:** 11269  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** BCGEU UBC-Okanagan  
**Job Category:** Secretarial - BCGEU  
**Classification Title:** Secretary II **Business Title:** Secretary II  
**Department:** UBCO-Education - Dean's Office  
**Salary:** \$36,036.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-19 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-24 **Available Openings:** 1

### Job Summary

To provide a wide range of personal and confidential administrative and secretarial support to the Dean and Associate Dean in the Faculty of Education. This position requires a thorough knowledge of University and Faculty policies and procedures and office administration. Ability to work independently, professionally, and proactively. Must have outstanding judgment and be able to act with tact and discretion.

### Organizational Status

The Assistant to the Dean and Associate Dean works most closely with (and reports to) the Dean and Associate Dean, but also liaises with Faculty of Education coordinators, faculty, and staff as well as other administrative offices including the Office of the President, Office of the Deputy Vice Chancellor Okanagan (DVC), Senate, as well as government, industry, and community representatives.

### Work Performed

1. Provides secretarial support to the Dean and Associate Dean by:
  - Coordinating the Dean and Associate Dean's appointments and calendars.
  - Acting as liaison between the Dean and Associate Dean's offices and faculty and staff in the Faculty of Education and in other academic and administrative offices.
  - Coordinating Education Faculty Council meetings including logistics and correspondence with members; overseeing the compilation of background materials and ensuring the progress of action items. Preparing agenda, minutes and briefing materials.
  - Reviewing the Dean and Associate Dean's incoming mail and email and responding to routine inquiries. For non-routine inquiries, locates and provides the Dean and Associate Dean with background information as required.
  - Coordinating the Dean and Associate Dean's travel arrangements including airlines, car rental, and accommodations.
  - Planning, organizing and coordinating materials for the perusal of the Dean and Associate Dean in preparation for deadlines and meetings.
  - Providing presentation support to the Dean and Associate Dean which may include preparing 'PowerPoint' slides.
2. Provides administrative support for the Dean's Office by:
  - Acting as initial contact for inquiries to the Dean and Associate Dean, researching and compiling background information as required and referring to the appropriate staff for response.



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- Preparing Faculty Handbook, correspondence, letters, memos, e-mail and regular and special reports for the Dean and Associate Dean.
- Assisting the Dean and Associate Dean in determining project implementation, ensuring all are consistent with the Faculty of Education mission, strategic plans, and policies.
- Developing and implementing record keeping and office routines and procedures for efficient and timely work flow, such as filing systems and information retrieval, systems, bring-forward systems, and timetables for submissions of regular and special reports.
- Maintaining a file of current University and Faculty of Education policies and procedures.
- Preparing expense claims for the Dean and Associate Dean.
- Preparing confidential material on student and personnel matters.

3. Performs other duties as required.

### **Supervision Received**

This position reports directly to the Dean and Associate Dean but works independently on a day-to-day basis with minimal supervision. Overall objectives are determined in consultation with the Dean. Within those guidelines, this position works independently, determining priorities as necessary. Guidance is received in matters of strategic significance.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

The Assistant to the Dean and Associate Dean requires confidentiality, excellent communication skills, exercise extensive good judgment, strong organizational skills. Task-management skills are required to ensure jobs are executed efficiently, accurately, and in a timely fashion to meet stringent deadlines.

### **Qualifications**

High School graduation or equivalent plus up to and including two years post-secondary training (University graduation preferred). A minimum 3 years of related administration experience or an equivalent combination of education and experience. Knowledge of UBC systems, policies and procedures is an asset. Ability to compose correspondence and prepare reports in clear, concise business English and to draft more complex correspondence for signature. Experience with Microsoft Office (Word, Excel, Access, PowerPoint, Outlook, internet skills essential) at an advanced level. Ability to type 60 wpm and to operate a normal range of office equipment. Excellent interpersonal skills; must have strong attention to detail, accuracy, and presentation of information; ability to manage multiple projects and tasks, to prioritize and organize effectively, and to meet established timelines without undue stress; ability to maintain confidentiality. Ability to take and transcribe minutes. Ability to exercise judgment, tact and discretion. Ability to work both independently and as part of a team environment. Available to work after regular office hours for occasional faculty meetings and or events.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



## Job Posting

**Job ID:** 11300  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116 (Cler/Sec/Bookstore)  
**Job Category:** Clerical, CUPE 116  
**Classification Title:** Sales Clerk **Business Title:** Sales Clerk - Front Information and Retail Floor  
**Department:** Bookstore  
**Salary:** \$32,880.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-28 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-09-25 **Available Openings:** 1

### Job Summary

This position is for a sales clerk working at the Front Information Counter of the Bookstore. Front Information salespersons are required to provide excellent customer service to Bookstore customers, to be knowledgeable about the products the Bookstore sells and to effectively display and promote merchandise. The nature of the work requires a broad knowledge of a wide variety of book genres.

### Organizational Status

Reports to the Retail Floor Supervisor and Front Information Bookstore assistant, as applicable. Works within well defined guidelines and procedures, but exercises some judgment in establishing priorities and carrying tasks through to completion.

### Work Performed

Typical duties include:

- Assisting customers by recommending books on a wide variety of subjects;
- Replying to customer emails and other written inquiries;
- Answering main Bookstore phone and responding to inquiries or directing calls as appropriate;
- Accepting special orders from customers;
- Stocking shelves, arranging displays and ensuring orderliness and tidiness of merchandise;
- Operating a computer terminal to access and input information as required;
- Operating point-of-sale terminal and ensuring the safe and orderly keeping of a daily cash flow;
- Counts and records inventory as required;
- Sets up displays and sells books and related merchandise at special events;
- Recommends stock price adjustments for supervisors approval.

### Supervision Received

Receives detailed instructions during orientation and training and on subsequent new assignments or changes in procedure. Carries out familiar phases of the work under general supervision.

### Supervision Given



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Employees at this level do not supervise, but may explain work sequences to others.

### **Consequence of Error/Judgement**

Works within well defined guidelines and procedures, but is expected to exercise some initiative and judgment in establishing priorities and carrying tasks through to completion. New or unusual problems would be referred to supervisor.

### **Qualifications**

High School graduation. . the equivalent combination of education and experience. 1 year in a retail environment selling similar merchandise. Ability to recommend books on a wide variety of subjects. Ability to listen actively and attentively, and obtain clarification as required. Ability to provide quality service to customers in a courteous, patient manner. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment. Ability to respond to emails in a professional, clear manner. Ability to answer phone and in-person inquiries clearly and effectively. Ability to create effective merchandise displays. Ability to operate computer and other related office equipment. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment.

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## Job Posting

<b>Job ID:</b>	11288		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 116 (Cler/Sec/Bookstore)		
<b>Job Category:</b>	Clerical, CUPE 116		
<b>Classification Title:</b>	Clerk 4	<b>Business Title:</b>	Clerk 4 (Payroll and Staff Records Clerk)
<b>Department:</b>	Building Operations		
<b>Salary:</b>	\$42,384.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2011-10-03	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2011-09-25	<b>Available Openings:</b>	1

### Job Summary

Responsible for all activities relating to pay and benefits for Building Operations employees (approximately 900 part-time, full-time, and hourly staff in Plant Operations, Utilities, Campus Planning & Development, Sustainability Office, and Transportation Planning). Maintains all personnel files. Administers sections of two union contracts and one management handbook relating to pay, benefits, and vacation; processes all WCB claims. Supervises the work of data entry clerks regarding time cards and related reports. Responds to inquiries from Financial Services, Human Resources, Union offices, Building Operations Managers and staff related to pay, sick, and vacation.

### Organizational Status

Reports directly to the Associate Director, Operational Effectiveness.

### Work Performed

Responsible for the processing of hourly and monthly payroll for interface to Financial Services system.  
 Responsible for the resolution of pay inquiries from staff or Payroll Human Resources.  
 Ensures daily operations of the unit; provides daily work co-ordination of Clerks processing time cards; resolves queries; handles staffing issues.  
 Interprets policies and provides authoritative information in relation to pay, seniority, recalls, layoffs, step increases and other related issues.  
 Responsible for the development of new methods and procedures to deal with changes in processes and collective agreement as they relate to payroll and staff benefits.  
 Develops, recommends and implements new processes to improve efficiency and effectiveness of payroll and benefit processing within Building Operations.  
 Prepares adhoc reports at the request of Building Operations management, and assists HR assistant with information in gathering and agreement interpretation.  
 Coordinates the preparation and review of Staff Appointment Forms and other related paperwork such as off payroll, FME employee file set up, step increments, requests for vacation advances, transfers from to hourly and monthly, long term disability and staff resignation and retirements. Processes changes and ensures accuracy.  
 Prepares and maintains all vacation and sick time records for staff, prepares monthly reports of same. Prepares annual entitlements for posting purposes, and answers all queries from employees, payroll and HR relating to entitlements.



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Prepares reviews WCB claims for submission. Follows up with time adjustments for sick time. Monitors department financial accounts to ensure credits received.

Prepares transfer, recall and layoff paperwork and forwards to Payroll.

Responsible for the maintenance of all personnel files, current and archival.

Prepares and maintains seniority lists and reports reflecting dates regarding anniversary, hourly to monthly, probationary, and temporary promotions. Answers all queries regarding status and seniority.

Maintains training records of all Building Operations staff.

Performs other duties related to the qualifications and requirements of the job.

### **Supervision Received**

Works under general supervision; receives specific instructions only on unusual problems or on matters which depart radically from established policy and procedures.

### **Supervision Given**

Supervises two Clerk 2's in the daily processing of information pertaining to pay and benefits.

### **Consequence of Error/Judgement**

This position reviews all outgoing documentation relating to pay and records for all employees. Work must be done in an accurate and timely manner to ensure employees are paid. Regular contact with Financial Services, Human Resources, Building Operations Managers is required to ensure accuracy and compliance to agreements. Errors can cause significant financial impact to the University and employees, and may jeopardize labour relations. Most of the errors can be corrected with significant time investment. Nature of the work demands planning, and exercising judgment based on a thorough knowledge of payroll, collective agreements, procedures, guidelines, regulations and established precedents.

### **Qualifications**

High School graduation and Business Training in Office Procedures and Practices. . Minimum 5 years of related experience or the equivalent combination of education and experience. Thorough knowledge of payroll and business procedures and practices and knowledge of relevant payroll legislation. Ability to apply a broad knowledge of policies and procedures. Effective oral and written communication skills. Ability to supervise and coordinate the workflow of others; ability to plan and execute workflow to meet departmental requirements, to accept responsibility, meet deadlines and resolve problems. Ability to type sufficiently for the job and to operate related business equipment.

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## Job Posting

**Job ID:** 11262  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Food Services - CUPE 116  
**Classification Title:** Sales Attendant-Food Services      **Business Title:** Sales Attendant-Retail  
**Department:** Food Services  
**Salary:** \$ 16.09 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2011-09-27      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-09-25      **Available Openings:** 4

### Job Summary

Serving customers, taking payment and preparing food in food service restaurants, residences and retail outlets.

### Organizational Status

Reports to Supervisor or Manager of unit

### Work Performed

Takes customer food orders at counter or at tables; prepares and calculates bills for payment.  
Enters customer orders in computer or cash register and accepts payment via cash, meal plan card, bonus cards, vouchers, debit, or credit card; distributes change and receipts as required; and cashes out as per UBC Food Services policies.  
Recommends food inventory levels and calls in approved orders; assists in maintaining inventory.  
Assists cooks in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items; portions, plates, wraps, and packs food items.  
Prepares made-to-order sandwiches; plates, portions and dispensing food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.  
Sets up service counter and replenishes supplies for sale, ensuring appropriate stock levels and proper stock rotation in refrigeration, storage and counter display units.  
Busses tables and cleans tables, kitchen preparation areas, kitchen equipment and seating areas.  
Assesses and ensures quality of finished product prior to serving customer.  
Performs the duties of other food service workers on a relief basis as operationally required.  
Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.  
Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

### Supervision Received

Works independently under general supervision.





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### **Supervision Given**

None. May assist in training new employees or guide student workers.

### **Consequence of Error/Judgement**

Makes minor decisions related to sequence of duties. Errors may negatively impact customer experience.

### **Qualifications**

Completion of Grade 10 and Food Safe Level 1 Certificate. . 1 years relevant experience or the equivalent combination of education and experience.

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## Job Posting

**Job ID:** 11264  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Food Services - CUPE 116  
**Classification Title:** Sales Attendant-Food Services      **Business Title:** Sales Attendant-Point Grill/LTK University Centre  
**Department:** Food Services  
**Salary:** \$ 16.09 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2011-09-27      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-09-25      **Available Openings:** 3

### Job Summary

Serve customers, accept payment and perform transactions, prepare food.

### Organizational Status

Reports to Supervisor or Manager.

### Work Performed

Takes customer food orders at counter or at tables; prepares and calculates bills for payment.  
 Enters customer orders in computer or cash register and accepts payment via cash, meal plan card, bonus cards, vouchers, debit, or credit card; distributes change and receipts as required; and cashes out as per UBC Food Services policies. Delivers food, seats customers and takes reservations per set procedures  
 Recommends food inventory levels and calls in approved orders; assists in maintaining inventory.  
 Assists cooks in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items; portions, plates, wraps, and packs food items.  
 Prepares made-to-order sandwiches; plates, portions and dispensing food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.  
 Sets up service counter, restaurant stations and replenishes supplies for sale, ensuring appropriate stock levels and proper stock rotation in refrigeration, storage and counter display units.  
 Busses tables and cleans tables, kitchen preparation areas, kitchen equipment and seating areas.  
  
 Moves tables and chairs as needed  
 Assesses and ensures quality of finished product prior to serving customer.  
 Performs the duties of other food service workers on a relief basis as operationally required.  
 Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.  
 Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

### Supervision Received



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Works under general supervision and independently as required.

### **Supervision Given**

None. May assist in training new employees or guide student workers.

### **Consequence of Error/Judgement**

Makes minor decisions related to sequence of duties; impact of errors is minimal.

### **Qualifications**

Completion of Grade 10 and Food Safe Level 1 Certificate. Serve It Right certificate. 1 years relevant experience or the equivalent combination of education and experience. One year of table service in an upscale fine dining restaurant required.

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**Job Posting**

**Job ID:** 11284  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Food Services - CUPE 116  
**Classification Title:** Bartender/Server-Food Serv. **Business Title:** Bartender/Server-Point Grill/LTK University Centre  
**Department:** Food Services  
**Salary:** \$ 17.02 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2011-09-27 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-09-25 **Available Openings:** 2

**Job Summary**

Provide bartending and food service for daily business and functions.

**Organizational Status**

Reports to Supervisor or Manager.

**Work Performed**

Sets up and maintains bars, mixes juices and pours drinks, conducts bar, glass washer and facility clean up. Requisitions and stores goods according to established procedures, as required.

Sets up bar for restaurant service, takes and serves beverage and food orders from patrons per established procedures

Inputs all food and beverage orders into the Point of Sale System (POS) ensuring the appropriateness of charges and billing authorization. Cash out sales daily per established procedures.

Sets and resets tables as required with linen, china, cutlery, glassware and other setting arrangements; arranges tables and chairs and other furnishings as required for daily service and functions.

Stays informed with respect to all food and beverage menus, food and beverage promotions and specials and various functions.

Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

**Supervision Received**

Works under general supervision and in accordance with established procedures.

**Supervision Given**

None.

**Consequence of Error/Judgement**

Minor decisions related to the bar set up and maintenance; impact of errors are easily corrected.



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### Qualifications

Food Safe Level 1 Certificate and Completion of formal bartending training from a recognized educational institution, Serving It Right Certificate. Completion of formal bartending training from a recognized educational institution, Food Safe level 1 and Serving It Right certificates. 2 years relevant experience or the equivalent combination of education and experience.

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## Job Posting

**Job ID:** 11260  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Horticulturist 1  
**Business Title:** Horticulturist 1  
**Department:** Botanical Grdn & Ctr for Hort.  
**Salary:** \$40,452.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-26  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:** CUPE 116 Seasonal  
**Date Closed:** 2011-09-25  
**Available Openings:** 1

### Job Summary

The Horticulturist 1 performs a range of garden or nursery-related activities, including specialized work, in all areas in the Botanical Garden.

### Organizational Status

The Horticulturist 1 reports to the Botanical Garden Supervisor or Nursery Su-pervisor.

### Work Performed

- Carries out routine and specialized cultural plant maintenance, including weeding, watering, planting, mulching, monitoring plant pests and plant health, applying fertilizers and pesticides, pruning, lawn care activities, and all aspects of vegetative and seed propagation required for Botanical Garden collections, research projects, rare and specialized plants and plant collections, and container and field nursery plants, using appropriate hand tools and mechanized equipment;
- Carries out routine garden maintenance tasks, including bed preparation, clean up, path maintenance, power washing, pond dredging and trail building using appropriate hand tools and mechanized equipment;
- Assists in maintaining the accession system by performing inventory counts and preparing, applying and maintaining plant labels;
- Assists senior staff with specific tasks, such as Index Seminum related duties;
- Participates in garden and trade shows
- Performs other duties as required

### Supervision Received

Work is performed under the direction of the Garden Supervisor, Nursery Supervisor, or appropriate senior staff when required, and independently within established guidelines

### Supervision Given

The Horticulturist 1 may be required to coordinate and supervise summer student workers, interns and technicians at work in a specific garden area.



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### **Consequence of Error/Judgement**

The Horticulturist 1 is responsible for the general health and appearance of plants in the garden. Poor performance may result in the loss or diminishment of plants and a reduction in the value of the plant collections to researchers, educators and the community.

### **Qualifications**

Completion of a certificate in Practical Horticulture, BC Pesticide Applicator's Certificate. -Completion of a BC or other provincial, state or national horticulture certificate (1 year) program, diploma (2 year) program, or degree in horticulture or other plant-related discipline;. Minimum of 2 years related experience. A responsible and energetic individual who takes direction and is able to work independently A valid BC Driver's License Must be able to demonstrate sufficient attention to detail in job performance, as well as accuracy in record keeping and labeling, in order to maintain the high standard of horticultural practice required in the Botanical Garden; Knowledge of the precise cultural care required by plants in the Botanical Garden collections is an asset; Good manual dexterity and the ability to work out-of-doors

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## Job Posting

<b>Job ID:</b>	11254		
<b>Location:</b>	Vancouver - Hospital Site		
<b>Employment Group:</b>	CUPE 2950 (Cler/Secr/Library)		
<b>Job Category:</b>	CUPE 2950 Administrative Suppt		
<b>Classification Title:</b>	Administrative Support 2 (Gr3)	<b>Business Title:</b>	CHES Secretary
<b>Department:</b>	Cntr for Health EducatnSchlrshp		
<b>Salary:</b>	\$36,672.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2011-10-03	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2011-09-19	<b>Available Openings:</b>	1

### Job Summary

The CHES Secretary will be responsible for providing administrative and operational support for the daily activities of the Centre for Health Education Scholarship (CHES).

### Organizational Status

CHES was formed in April 2008 to enhance health education scholarship across the Faculty of Medicine through collaboration, team-building, mentorship of new faculty, successful funding applications, and other activities. CHES serves as a resource to help support best practices related to the delivery and assessment of the Faculty's educational programs.

The CHES Secretary will report directly to the CHES Administration Coordinator. Will also receive direction from the CHES Director, Associate Director, Senior Scientist and Research Manager & Grants Facilitator. Interacts and coordinates duties with administrative staff within CHES.

### Work Performed

- Arranging meetings for the CHES Director by coordinating schedules, preparing agendas and other documentation, booking rooms, and making catering arrangements
- Making travel arrangements for the CHES Director
- Performs financial duties such as monitoring and reporting on budget expenditures, reconciling journal vouchers, and processing expenses, credit card payments, tuition reimbursements and travel requisitions
- Ordering catering and office supplies as required
- Drafting routine correspondence for the CHES Director
- Transcribing dictated notes and letters
- Making travel arrangements and arranging itineraries for visiting professors and other guests, and overseeing all components of their time at CHES, ensuring a pleasant and successful visit
- Formatting documents (including using EndNote), printing, binding, etc.
- Collecting applications for faculty recruitment processes, compiling and copying documents, and arranging search committee meetings
- Coordination of the CHES Research Rounds and Seminar Series, including booking rooms, sending invitations and reminders, and arranging catering





- Maintains and monitors databases for the purposes of maintaining administrative information (contact information, office inventory, etc.)
- Responsible for incoming faculty, staff and employee's ID, keycard access and general office setup and ongoing assistance
- Assists in the planning of community events such as the CHES Celebration of Scholarship research conference
- Responds to oral and written enquiries of an interpretative nature, performs other related duties as necessary in keeping with the qualifications and requirements of the job

### **Supervision Received**

The CHES Secretary will work independently under supervision from the CHES Administrative Coordinator.

### **Supervision Given**

No supervision given. The CHES Secretary may explain work procedures to new or inexperienced staff.

### **Consequence of Error/Judgement**

Poor decisions could delay timely completion of projects and activities, cause financial loss and be damaging to reputation of the Director, the UBC Medical School, the Faculty of Medicine and the University of British Columbia.

### **Qualifications**

High School graduation and one year of related training. . 2 years relevant experience or the equivalent combination of education and experience. The ideal candidate has knowledge of UBC University and Faculty of Medicine policies and procedures, and experience with faculty recruitment processes. The ideal candidate has worked with postgraduate programs, and has experience working with residents and other trainees. Experience working in a research centre environment is an asset.

Fluency in the following computer applications is required: Word, Excel, PowerPoint, Smart Forms and Resource Scheduler.

Skills: The candidate should possess strong communication and organizational skills with exceptional attention to detail. Fluency in the following computer applications is also required: Word, Excel, Power Point, Smart Forms, Resource Scheduler. Demonstrated ability to work independently and within a team is also required. The candidate should exercise initiative and problem-solving skills. Finally, the successful candidate should have proven ability to work in a confidential environment, possess the ability to identify and relate concerns of others and exercise good judgment when resolving difficulties. Strong communication and organizational skills with exceptional attention to detail. Demonstrated ability to work independently and within a team. Ability to exercise initiative and problem-solving skills. Proven ability to work in a confidential environment, possess the ability to identify and relate concerns of others and exercise good judgment when resolving difficulties.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



## Job Posting

**Job ID:** 11277 (Repost)  
**Location:** Vancouver - Hospital Site  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 2 (Gr3)      **Business Title:** Administrative Support  
**Department:** Medicine - Dean's Office  
**Salary:** \$36,672.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-22      **Available Openings:** 1

### Job Summary

Provides administrative support to the Office for Faculty Development and Educational Support. Duties include: arranging meetings by performing duties such as coordinating schedules, preparing and distributing meeting agendas, materials, notes and minutes, booking rooms, ordering catering and preparing audiovisual equipment; handling workshop registration and follow up, and preparing workshop packages and other materials; distributing and summarising program evaluations and surveys; typing dictations and other communication; responding to telephone, email and in-person inquiries and providing information of a moderately complex nature; drafting routine correspondence; processing payments accurately and promptly; receiving, processing and distributing mail, fax messages and courier packages; assisting with the production of newsletters, program catalogues and other materials; ordering and maintaining office supplies; performing other duties related to the requirements of the job.

### Organizational Status

Reports to the Program Manager, Faculty Development, to the Director, Faculty Development. Liaises with the Assistant Dean, Faculty Development.

### Work Performed

- Provides administrative support to the Office for Faculty Development and Educational Support;
- Arranges meetings, coordinates schedules, prepares and distributes agendas, materials, notes and minutes, arranges room bookings, catering and audiovisual equipment and takes minutes;
- Handles workshop registration and follow up, and prepares workshop packages and other materials;
- Distributes and summarises program evaluations and surveys;
- Types dictations and other communication;
- Responds to telephone, email and in-person inquiries and providing information of a moderately complex nature;
- Drafts routing correspondence;
- Processes payments accurately and promptly;
- Receives, processes and distributes mail, fax messages and courier packages;
- Assists with the production of newsletters, program catalogues, workshop packages and other materials;
- Orders and maintains office supplies;
- Performs other duties related to the requirements of the job.



# The University of British Columbia

## Staff Job Postings

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### **Supervision Received**

Duties are performed as required, under limited supervision.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

This area is administered by the Assistant Dean, Faculty Development and or the Director, Faculty Development. The incumbent, in coordination with the Program Manager, is responsible for the daily administration of the office. It is important that faculty records, payments and all materials be dealt with conscientiously and accurately, and that members of faculty be given correct information regarding the programs.

### **Qualifications**

High School graduation and one year of related training. Training in secretarial practices and office procedures. 2 years relevant experience or the equivalent combination of education and experience. UBC experience preferred. Computer experience required-Microsoft Word, Excel, Outlook and Internet Explorer preferred. Strong organizational skills, excellent follow through and ability to work with details. Effective oral and written communication and superior interpersonal skills. Ability to type at 60 wpm and operate office equipment. Skilled in working with numbers. Ability to exercise tact and discretion in dealing with faculty and staff.

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## Job Posting

**Job ID:** 11276  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 4 (Gr8)      **Business Title:** Administrative Support 4 (Gr8)  
**Department:** Civil Engineering  
**Salary:** \$41,736.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-19  
**Job End Date:** 2012-08-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-21      **Available Openings:** 1

Position is a one-year term position, with possible renewal.

### Job Summary

To provide diversified senior administrative and secretarial assistance to the Assoc. Heads of the Department, Manager of Administration, Department Administrator, faculty, department finance office, and the graduate student program in Civil Engineering. To initiate, develop and complete work of a varied nature by exercising independent initiative and judgment, scheduling priorities, and coordinating and maintaining Department policies and procedures. Provide information and guidance to undergraduate and graduate students on course registration and program requirements. Supervises the general reception position of the Civil Engineering Department.

### Organizational Status

Reports directly to the Assoc. Heads of the Department, Department Administrator and Finance Manager and indirectly to the Manager of Administration.

Supports the Assoc. Heads of the Department, Manager of Administration, Department Administrator, faculty, department finance office, and the graduate student program in Civil Engineering. Interacts with other UBC departments (i.e. Enrollment Services, Faculty of Graduate Studies, Faculty of Applied Science Dean's Office, Engineering Student Services, Finance, UILO, Research Services), and external agencies.

### Work Performed

#### Student Advising

- Provides information and guidance to undergraduate and graduate students on course registration (e.g. the process and requirements for applying to academic programs, how to register in the appropriate courses and programs, and deadlines)
- Provides information and guidance to students of which UBC departments they should contact for non-Civil Engineering program inquiries and Departmental and UBC policies and procedures relating to their programs.
- Directs curriculum inquiries to the appropriate Civil Engineering academic advisors.
- Processes course registration forms (e.g. forcing students into courses)
- Performs other duties as required.

#### Administrative Support



- Provides senior secretarial support to the Assoc. Heads of the Department; composes complex and confidential correspondence from drafts or from verbal direction.
- Organizes the calendar of the Assoc. Heads and faculty members, schedules meetings and appointments, identifies and communicates high priority requests and coordinates with other schedules.
- Works with Admin Support 5 position, in regards to the Appointment, Reappointment, Promotion and Tenure (ARPT) processes. Processes appointments, prepares recruitment advertisements for Faculty and Sessional Appointments, gathers information for merit processes, prepares materials for search committees, and liaises with the Faculty Relations and or Human Resources department for information and clarification.
- Assists with the management of EMS, including student admissions, course registration, tracking of student program and program requirements.
- Creates, coordinates, organizes and produces promotional materials including the Departmental newsletter, brochures, posters, information packages and special event announcements.
- Updates content for Civil Engineering Web site and acts as electronic communication resource person for faculty and staff.
- Coordinates conferences and the preparation of conference materials.
- Coordinates and schedules guest speakers for conferences, courses and weekly lecture series.
- Trains new secretarial support staff in the Department of Civil Engineering office on Departmental policies and procedures.
- Assists with completion and submission of grant personnel award applications within application deadlines by assisting faculty with ensuring appropriate forms are available to faculty (hard copy or electronically); typing and photocopying of applications; formatting, assisting other clerical staff in completing and meeting application deadlines by clarifying requirements, guidelines, and ensuring most up-to-date software is available; obtaining signatures for applications, as required.
- Maintains computerized mailing lists for advertising events; prepares advertisements for electronic and hard copy distribution; posts advertisements by mail, e-mail and on internet sites.
- Performs special projects for the Manager of Administration.

### Finance Support

- Assists with the work of a Financial Specialist 5 position.
- Reconciles PG statements.
- Tracks rejected transactions and follows up on these transactions and resolves errors.
- Maintains files of all financial transaction documents and supporting material
- Assists in purchasing of goods and services for Faculty Members and Department.
- Prepares invoices to external businesses organizations for services provided by the department of Civil Engineering.
- Investigates and subsequently formulates recommendations for the lease and or purchase of automated office equipment, communication and or computer equipment and office furnishing.
- Prepares, maintains and updates accounting forms for various transactions and purchases. Verifying and reconciling financial statements.
- Processes requisitions for payment, travel requisitions and JVs, using smart forms and manual forms.
- Disperses petty cash funds for the Department
- Completes finance related projects.
- Investigates and responds to financial inquiries.
- Performs other duties as required.

### Supervision Received

Reports directly to the Department Administrator and Finance Manager. Works independently under broad supervision. Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete recurring assignments independently, and judgment to determine which of many methods are applicable in any given situation.

### Supervision Given

Supervises the general reception position of the Civil Engineering Department.



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## Staff Job Postings

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and work study students.

### **Consequence of Error/Judgement**

Work requires a high level of judgement, initiative, attention to detail and high standards of quality. Makes decisions necessary to ensure that commitments of the Assoc. Heads of the Department, Manager of Administration, faculty members, Graduate Student area and Finance office are met. Care must be taken to meet the objectives of the Department and stay within the guidelines of Department University policies. Poor judgment, errors and delays can result in opportunities being missed and deadlines not being met. Failure to act in a professional, tactful manner will have an adverse effect on the image and reputation of the Assoc. Heads of the Department and the faculty. Exercises judgment and initiative in independently carrying out projects and while assessing and establishing priorities.

### **Qualifications**

High School graduation and two year post-secondary diploma. High school graduation plus two years of post-secondary education with training in office procedures at an executive level, desktop publishing, graphic design, information technology applications, web based programming and basic accounting practices. 4 years relevant experience or the equivalent combination of education and experience. Minimum four years of related experience or three years of relevant UBC experience. Experience providing administrative assistance to senior executives. Experience in proof reading, editing, desktop publishing website design and maintenance. Computer experience required (Word, Excel, Access, PowerPoint, Publisher, Adobe Pagemaker, Photoshop, Adobe Acrobat, Adobe Illustrator, Dreamweaver, HTML, Java Script, Visual Basic for Applications, WebCT, UBC-SISC (Student Information Service Center), UBC-FSC, (Faculty Service Center), Outlook, Internet). Advanced computer experience required (Word, Excel, Access, PowerPoint, Publisher, Adobe Pagemaker, Photoshop, Dreamweaver, WebCT, HTML, Outlook Express, Internet preferred). The ability to exercise tact and handle confidential information is of the utmost importance. A high level of interpersonal skill is required. Actively listens, and probes for information to clarify complex requests. Demonstrates ability to take initiative, exercise good judgment and resolve problems. Ability to plan and ensure efficient records management procedures and practices are followed. Ability to maintain accuracy and attention to detail. Ability to work both independently and in a team environment and to bring energy, motivation and enthusiasm to the job. A demonstrated ability to prioritize work, multi-task and work under pressure to meet deadlines in a hectic environment, exercising confidentiality, sensitivity, tact and discretion. Advanced written and oral communication skills. Ability to proof read and edit written materials by applying correct English grammar, spelling, punctuation and writing style. Ability to use initiative, interpretation, and or ingenuity to develop, implement, and evaluate innovative procedures, practices, standards, specifications, services or projects.

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## Job Posting

**Job ID:** 11251  
**Location:** Vancouver - Hospital Site  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Clinical  
**Classification Title:** Sec to Medical Prof (Gr6)      **Business Title:** Sec to Medical Prof (Gr6)  
**Department:** Neurology Division  
**Salary:** \$39,168.00 (Annual)  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2011-10-11  
**Job End Date:** 2012-10-10      **Possibility of Extension:** Yes  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-09-21      **Available Openings:** 1

### Job Summary

To provide clerical, clinical and administrative support for Dr. Robin Hsiung's neurological clinical practice and research activity.

### Organizational Status

Reports to and is supervised by Dr. R. Hsiung directly.

### Work Performed

#### A) Clerical and administrative duties:

- Maintain clinic scheduling and meeting bookings for supervisor.
- Responsible for scheduling supervisor's teaching schedule and recording of academic activities, including tracking down evaluations of activities for CV.
- Coordinate patient appointments, including new referrals, answer patient queries, redirect calls for Alzheimer clinic.
- Schedule Medical Clinic appointments, maintain electronic files, prepare patient chart and arrange tests.
- Transcribe various correspondence and legal documents.
- Prepare billings to electronic medical record system.
- Screening, answering redirecting and prioritizing incoming materials and telephone enquiries.
- Maintain files, utilize and maintain records pertaining to the office.
- Monitoring and coordinating of clinical fellow application, temporary licensure with BC College of Physicians and Surgeons and immigration documentation for foreign applicants.
- Maintain Department of Medicine CV and common CV format, publications and teaching records, including key documents such as teaching evaluations, letter of recommendation or appreciation, media clippings and awards.
- Track numbers of grants and articles reviewed and assist in the generation of the Annual Alzheimer program report.

#### B) Research duties:

- Schedule research meetings with collaborators, fellow and research assistants.
- Coordinate appointments, prepare documents and logistics for research fellows and assistants.
- Liaison and assist research coordinators on programs that the supervisor is involved in.
- Redirect queries from subjects or patients interested in research studies to both clinical and non-clinical trial study coordinators.



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- Assist with coordination of grant application, review package for completeness and shipment.
- Maintain records for research grants (and coordinate with research coordinator assistants) including account information and grant summary.
- Assist in annual progress report; including update of research CV through common CV website routinely and update publications.

### **Supervision Received**

Works under administrative direction consistent with goals, objectives, policies and procedures. Performs the majority of duties independently, consulting supervisor with reference to new or complex problems.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

Errors can result in providing incorrect information to fellows and collaborators and poor relations with outside individuals and agencies. Must be able to exercise judgment and some degree of independence.

### **Qualifications**

High School graduation, completion of a Medical or Dental Office Assistant program (including terminology) and 1 year post-secondary education. Two years post-secondary with training in medical office procedures and medical terminology preferred. Three years of related experience and completion of a Medical Office Assistant Medical Transcriptionist preferred. 3 years relevant experience or the equivalent combination of education and experience. Fluency in English, Cantonese and Mandarin are great assets and is mandatory. Effective oral and written communication, interpersonal and organizational skills. Proficiency in transcription and to operate normal range of office computer programs and equipment is needed, with intermediate level including MS Word, Powerpoint, and Excel and Dragon Dictation system required. Familiarity with privacy regulations such as Hospital and BC College of Physicians & Surgeons, PCIS and WebDI preferred. Knowledge of billings and medical record maintenance with PLEXIA (or previous experience with other electronic medical systems) is essential. Ability to maintain accuracy, attention to detail, problem solving, prioritize work and meet deadlines. Ability to work independently and as member of a team. Ability to exercise judgment, tact and discretion in dealing with confidential and sensitive issues in patient care is required. Ability to work under pressure and stressful situations.

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### Job Posting

**Job ID:** 11280  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Financial  
**Classification Title:** Financial Proc. Spec 3 (Gr4)      **Business Title:** Financial Proc. Spec 3 (Gr4)  
**Department:** Eductnl&Cnslng Psych & Spec Ed  
**Salary:** \$37,308.00 (Annual)  
**Full/Part Time:** Part-Time (50%)  
**Desired Start Date:** 2011-09-01  
**Job End Date:** 2012-08-31      **Possibility of Extension:** Yes  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-09-21      **Available Openings:** 1

### Job Summary

To act as an administrative support and provide clerical and financial support to the Social Development Partnerships Program (SDPP) Research Team in the Department of Educational and Counselling Psychology, and Special Education. Duties include: responding to enquires; processing mail and faxes; providing photocopy codes to faculty and students; monitoring and ordering office supplies; processing and reconciling expenditures, requisitions for payments, travel claims, purchase orders, internal requisitions, reimbursement of professional development fund, and cash deposits; setting up P-Card filing systems, creating and maintaining excel spreadsheets to track transactions; reconciling and resolving discrepancies in FMS, preparing student appointment forms; producing correspondence, memos, invoices, purchase orders and other related duties.

### Organizational Status

Reports to the SDPP Grant Holder. Liaises closely with the Department of Educational and Counselling Psychology and Special Education, Faculty of Education Accounting Office; Faculty of UBC Office of Research Services; UBC Financial Services; outside granting agencies; and others.

### Work Performed

- To provide clerical and administrative support to members of SDPP research team.
- Experience with multi-site and multi deliverables projects
- Reviews and or prepares financial documentation for submission to FOE Accounting Office, including verification of account codes, signing authorities, appropriateness of expenditures and adherence to University and Association policies. Matches the supporting documentation to the related information. Liaises with the various departments for correcting errors were possible
- Responding to enquiries from students, faculty and the public
- Advising the research team on entitlements including reimbursement of professional development funds and travel expenses.
- Monitoring the research grant account and generating financial reports using UBC Financial Services financial management system (FMS) and other financial reporting tools, and as required by the SDPP team.
- Reconciling and resolving discrepancies on accounts, including deficit issues.
- Preparing of requisitions for payment, travel claims, purchase orders, internal requisitions, reimbursement of professional development fund and student appointment forms.
- Deactivating contract and grant accounts.
- Assisting faculty members in preparing compliance reports to granting agencies.



- Providing back up support to staff; including web updates as necessary, and performing other related duties.

### **Supervision Received**

Work is done under the supervision of the SDPP Grant Holder. Performs familiar duties independently and in accordance with established procedures.

### **Supervision Given**

N A

### **Consequence of Error/Judgement**

Failure to exercise appropriate judgement or to follow the appropriate procedure at work could result in unnecessary expenditures to the Research Team and could have a negative impact on the image of the Research Team, the Department and the Faculty.

### **Qualifications**

High School graduation and one year of related post-secondary education. . 3 years relevant experience or the equivalent combination of education and experience. Experience with UBC financial system including processing forms and reconciling research grants. Knowledge of UBC Human Resources policies an asset. Computer experience required (Word, Excel, Internet, FMIS, SIS, and HTML preferred). Effective oral and written communication, interpersonal and organizational skills. Ability to type 50 w.p.m. and to operate the normal range of office equipment. Ability to use word processing, spreadsheet and database applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to prioritize work to meet deadlines. Ability to deal with the public in a friendly and professional manner. Ability to exercise tact and discretion. Ability to work both independently and within a team environment.

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### Job Posting

**Job ID:** 11293  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Grad Student Support  
**Classification Title:** Grad Student Support 2 (Gr6)      **Business Title:** Grad Student Support 2 (Gr6)  
**Department:** The Sauder School of Business  
**Salary:** \$39,168.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-26      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-09-25      **Available Openings:** 1

### Job Summary

Provides administrative support to the Academic Services area for the full-time MBA, part-time MBA, MM-ECM and MM-OR programs. The incumbent supports graduate business students and instructors and resolves complex issues, coordinates the day-to-day functions, including administrative tasks for the unit. This position is required to liaise with various UBC administrative offices for the successful scheduling and delivery of courses and advancement of graduate business students. This position is expected to work independently while resolving complex issues. The incumbent identifies needed improvements and works with the unit to implement change in order to perform work more efficiently and provide a more service-friendly atmosphere for graduate business students and instructors. Provides back-up to other Program Assistants in the MBA & ECM Programs Office.

### Organizational Status

Reports to the Manager, Academic Services, MBA & ECM Programs Office. The incumbent works closely as a team member in the office, and communicates with many Sauder departments, divisional chairs and department assistants, the Dean's Office, Executive Education and with numerous other university services (such as Classroom Services, Disability Resource Centre, Financial Assistance, Awards, Faculty of Graduate Studies, Robson Square, Enrolment Services, Housing and Centre for Intercultural Communication).

### Work Performed

#### Course Scheduling Classroom Booking

Responsible for the course scheduling, timetabling, classroom bookings, seat restrictions and student registration using the university's Ad Astra scheduling system, FSC, SISC and Degree Navigator systems. This requires the position to act as liaison with instructors and Robson Square and as the timetable representative for Unit. Creates and disseminates course schedules and timetables on Vista, the website and various social media tools. Liaises with instructors, the UBC Bookstore and Sauder Duplication Services to ensure course outlines and packages are available as needed by students. Creates and publishes examination schedules; works with other universities (domestic and local) to set up external sittings for examinations. Appoints exam invigilators and coordinates payments. Anticipates and meets needs of students and instructors during courses and exam scheduling. Resolves complex issues arising from course and exam conflicts. Coordinates grade submission, sends grade submission procedures to instructors and acts as a resource for grading policy.

#### Student Record and Registration Support

Assists students with registration, withdrawals and resolves problems pertaining to registration. Provides guidance on all



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aspects of the SSC, SISC, FSC and Degree Navigator systems. Authorizes course changes, approves student overload requests based on guidelines. Provides direction and advice to students regarding course registration, course availability, and timetabling. Determines student eligibility for course registration and notifies students of the reason(s) for refusal. Performs grade review and monitors student course selection to ensure academic specialization requirements are fulfilled based on thorough knowledge of degree requirements. Coordinates and submits sessional student progress report to the Grade Review Committee. Updates and maintains student records and files. Utilizing Degree Navigator, verifies student eligibility for specializations and graduation by following UBC and Sauder School of Business's promotion grading and graduation policies and procedures. Communicates with students and updates UBC systems to ensure students qualify and register to graduate. Notifies students of anomalies in academic records and assists in resolving registration problems. Monitors student performance and identifies students in academic difficulty based on thorough knowledge of evaluation and promotion regulations.

### Advising and Program Development

Prepares welcome and preparation communications and resources to incoming students between program acceptance and program official start. Ensures the current student website, Vista and social media tools are accurate and intuitive. Produces a student roster for student, faculty and administrative use.

Assists with planning and coordinating the logistics and budgets for program orientations, preparation programs and conferences events. Coordinates collection and reconciliation of preparation program fees and processes payments.

Acts as a resource to students, dealing with complex controversial student complaints situations. Discusses issues with unit managers and offers solutions. Resolves complex issues related to fees, interest charges and financial holds.

Advises students on course selection, program completion and financial support, ensuring accurate information and guidance in relation to graduation requirements and academic policies.

Coordinates industry projects and internship assignments and records, liaising with students, industry supervisors, the BCC.

Ensures Vista, current student website and other social media tools are up to date to communicate important timelines and information to students throughout their program. Maintains student distribution lists and communicates with the appropriate student society when needed.

Coordinates student awards. Confirms award amounts and criteria with the Faculty of Grad Studies UBC Awards donors. Organizes awards timelines, selection committees and communications to students. Ensures awards are properly awarded and tracked through appropriate filing systems.

Prepares and administers various student surveys to gather input for improvement. This includes, but is not limited to orientation surveys, preparation program surveys and exit surveys.

Provides logistical, clerical and technical support to the Manager, Student Development in support of student development programming.

Develops innovative procedures and practices. Participates in strategic program development and suggests new ideas for consideration and development.

### Administration

Liaises with Sauder Administration and Office Support Services regarding the administration of instructor evaluations for preparation courses and program modules. Liaises with Sauder HR regarding instructor teaching credits.

Prepares and produces various complex statistical reports including program statistics, student rankings, instructor evaluations and grade distribution reports. Maintains program databases, ensuring accuracy. Corrects errors in SSC, SISC, FSC and Degree Navigator and approves and enters changes in assigned standings.



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Composes complex correspondence to students and faculty members. Uses email, the web, Vista and various social media tools to provide program updates. Creates, posts and summarizes various program surveys.

Coordinates usage of allocated breakout rooms, lounges, lockers and i-class cards with the appropriate units in Sauder and UBC and communicates with students.

Orders various Sauder merchandise for multiple uses throughout recruiting and program duration.

Coordinates with various IT groups on campus to move towards a more paperless operation for students, instructors and staff.

Ensures that the position manual, program files and student files (paper and electronic) are up to date and investigates, recommends and implements alternate and more effective mediums including web-based solutions.

Provides input into departmental policy, and develops and implements administrative procedures with the goal of improving customer service and efficiencies.

Assists with coordination of various conferences, workshops and meetings for faculty, staff and students.

### Other Duties

Performs other related duties in keeping with the qualifications and requirements of the job.

### Supervision Received

Work is done independently under general direction. Performs most duties independently with minimal supervision, occasionally consulting supervisor with reference to highly unusual or very complex problems. The position duties are governed by broad instructions and policies, involving frequently changing conditions and priorities.

### Supervision Given

May explain work procedures to new staff and delegate work to work study students.

### Consequence of Error/Judgement

The incumbent exercises considerable judgment and initiative in handling matters of a complex and non-routine nature, requiring interpretation of University and Departmental guidelines, procedures and policies in planning the sequence of duties, the work methods to be employed, and action to be taken. Consequence of error is high; errors may lead to students not being able to graduate. Errors in judgment and communication may lead to inefficiency of operation, unmet deadlines and loss of valuable time and opportunities for students and instructors. Lack of cross-cultural sensitivity in communicating with students may cause serious misunderstandings and damage to the international reputation of the programs and the school. The MBA & ECM Programs Office provides academic services to professional graduate business students requiring the incumbent to be able to perform the position duties in a professional and business-like manner.

### Qualifications

High School graduation and two year post-secondary diploma. Minimum 2 year post-secondary training with training in office procedures and practices. 3 years relevant experience or the equivalent combination of education and experience. Minimum 4-6 years of related experience. Microsoft Office, Foxpro, HTML, UBC Student Information System (SISC), UBC Faculty Service Centre (FSC) and FMIS. Experience with on-line portals and writing for the web an asset. Experienced working with students, answering inquiries and resolving problems and issues. Must exercise initiative, tact and discretion. Must be able to take initiative, prioritize and work effectively under pressure and meet the deadlines and demands of a very busy office. Ability to accurately interpret, and make decisions within established UBC and Sauder School of Business guidelines and regulations. Ability to manage financial matters. Ability to accurately gather, organise and summarize financial information. Proven excellence in written and



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verbal communication is required. Must be able to handle a wide variety of tasks and establish priorities; able to organize workload for timely and effective delivery of services, including careful attention to details. Must be able to exercise judgement under pressure and demonstrate initiative in handling matters of a complex and non-routine nature.

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### Job Posting

**Job ID:** 10694 (Repost)  
**Location:** Vancouver - Hospital Site  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Human Resources  
**Classification Title:** HR Admin Clerk 4 (Gr7)      **Business Title:** HR Admin Clerk 4 (Gr7)  
**Department:** Medicine Department  
**Salary:** \$40,440.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-26      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Full-Time  
**Other:**  
**Date Closed:** 2011-09-20      **Available Openings:** 1

### Job Summary

This position is responsible for coordinating all human resources clerical tasks with regards to appointments, reappointments and transfer severance paperwork, including data entry into a STAR, HRMS and eRecruit. For Faculty, Staff, Students, Visiting Faculty, Research Associates, Post Doctoral Fellows and Clinical Fellows. Workload will be divided alphabetically.

### Organizational Status

This position reports to the Human Resources Manager and the Faculty Recruitment Manager in the Department of Medicine. This position communicates regularly with division administrators, DOM staff, Faculty of Medicine staff, Faculty Relations, UBC Human Resources and Payroll.

### Work Performed

Database Reports (STAR, eRecruit, HMRS)

- Works with supervisors and UBC Human Resources to ensure staff positions are correctly classified and advertised in eRecruit.
- Maintains the position management library for staff positions within eRecruit system.
- Coordinates applicants and the appointments processes using eRecruit.
- Responsible for maintaining data input into STAR, HRMS and eRecruit databases, including demographic and salary information.
- Enters faculty employment and education profiles into STAR database.
- Runs database reports as required.
- Produces statistics on areas such as new hires, employee retention, terminations, retirement and ranks.
- Produces and distributes annual faculty and staff demographic information sheet to be sent to all departmental employees for updates and then ensures changes are entered into the database.

Faculty and Staff Appointments, Reappointments and Promotions

- Creates quarterly reports for the HR Manager on faculty and staff with upcoming end dates.
- Coordinates and processes all appointment notice documentation for Faculty, Staff and Students, including appointment and reappointment forms (extensions, salary changes, PG changes, etc.) and transfer severance notices.
- Coordinates and gathers appropriate documentation for faculty who are reviewed by the AARPT Committee; follows up on changes or information requested by the Committee and ensures appointments and promotions are approved and processed in a timely manner.
- Follows up on clinical faculty, Emeritus, Adjunct and Associate Member appointments sent to the Dean's office. Updates



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spreadsheets and databases when appointments fully approved.

- Prepares biographical information on faculty members for AARPT Committee minutes.
- Maintains a library of faculty biographical sketches, including photos.
- Ensures all appointment documentation on Postdoctoral Fellows, Research Associates, Clinical Fellows and Visiting Scientists is complete and follows up on discrepancies. Checks financial information with the Division and with the Finance Manager before processing new appointments or reappointments.
- Submits hourly timesheets and overtime sheets to Payroll.
- Answers enquiries regarding the status of appointment notices; communicates with Payroll, Human Resources, Med IT, the Dean's Office and the President's Office to investigate and solve payroll and appointment enquiries.
- Maintains a bring-forward system for reappointments (every 3-4 months), promotions, working notices and merit increases.
- Works with the HR Manager on the performance review system for staff.
- Compiles and co-ordinates all supporting documentation for appointment, re-appointment, promotion and tenure reviews for clinical Faculty, Adjunct, Associate Members, and Emeritus appointments.
- Maintains appropriate tracking lists and systems to monitor the status of the various faculty appointments, both individually and by rank.
- Requests reviews of the status of research grant funding on new appointments and reappointments paid through research grants from department finance team. Advises Principal Investigators and supervisors and makes necessary changes to PG status salary extension.
- Prepares and sends out template congratulations letters to new clinical faculty members and faculty with adjunct or emeritus appointments.
- Prepares and sends out Welcome Packages to new clinical faculty.
- Coordinates, updates and submits proofs of faculty and staff personnel information for the UBC Student Calendar.
- Coordinates entries for the UBC online directory and the Vancouver Hospital online directory. Provides advice and training for Divisional Administrators on how to update the directories.

### Advertising and Immigration

- Coordinates and advises Principal Investigators and Supervisors on the advertising process for Staff, Students, Research Associates, Visiting Scientists and Postdoctoral Fellow positions on DOM website, eRecruit and other appropriate media.
- Provides information and assistance on immigration issues including letters of invitation.

### Orientation

- Prepares orientation packages for new staff within the DOM administrative office.
- Ensures orientation information is kept up-to-date.

### Leave Management

- In the absence of the HR Special Projects Assistant, retrieves messages and prepares and sends out by email away notices; tracks vacation and sick time for the administration office (24 employees) on a customized excel spreadsheet.

### Files

- Responsible for file management of faculty and staff personnel files; including creating, filing, archiving, and disposal.

### Policy

- Answers inquiries and provides advice within limited interpretation of the Collective Agreements, such as leave accrual and entitlement. Refers to HR Manager as appropriate.
- Answers or redirects payroll enquiries.
- Provides advice on advertising and immigration policies.

### Other Duties

- Participates in human resources projects and special events, including strategic planning.
- Participates in interviewing, testing and reference checks if support needed in the admin office and within Divisions.
- Compiles information on faculty or staff for Divisions as required.
- Updates the job manual annually.





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- Performs other related tasks.

### **Supervision Received**

This position reports directly to the Human Resources Manager and in their absence to the Director of Administration.

### **Supervision Given**

This position has no direct supervisory role.

### **Consequence of Error/Judgement**

Incorrect data entry into the database would produce errors, which could result in jeopardizing the integrity of the system, and have a serious impact on the hiring of new employees and the reappointments, which could result in budget problems. Discrepancies with incorrect data entry could effect promotions, salary changes, appointment errors for faculty and staff not being paid. This would prove to be costly in some cases and extremely embarrassing for the Department and University. Duties require a high level of confidentiality.

Exercises judgment and initiative in handling matters of a non-routine nature requiring the interpretation of University and Departmental guidelines, procedure and policies. May develop new methods and procedures to handle workload issues. Participates in making decision regarding goals and policies of work unit.

### **Qualifications**

High School graduation and two year post-secondary diploma. . 4 years relevant experience or the equivalent combination of education and experience. Training in office procedures and experience in a medical environment is preferred. Computer experience required (Word, Access, Excel and electronic mail preferred). Effective oral and written communication, interpersonal and organizational skills. Ability to type 55 wpm and to operate a normal range of office equipment. Ability to use word processing, spreadsheet and database applications at an intermediate level. Ability to interpret and prepare various statistical reports. Ability to exercise tact and discretion when dealing with sensitive and or confidential matters. Ability to prioritize work and to meet deadlines. Ability to work both independently and within a team environment.

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### Job Posting

**Job ID:** 11272  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Logistic & Procurement  
**Classification Title:** Logistics Clerk 3 (Gr7)      **Business Title:** Logistics Clerk 3 (Gr7)  
**Department:** UBCV - Supply Management  
**Salary:** \$40,440.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-28      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-21      **Available Openings:** 1

### Job Summary

The position oversees the logistics function and is independently responsible for providing a variety of complex logistical services to UBC customers. The position provides advice and guidance on custom clearance procedures, investigates and resolves complex issues with customs brokers and clears shipments through customs. Exhibiting sound judgment and a calm demeanor while problem solving complex transportation challenges for UBC customers in a timely fashion is a prerequisite for the position.

### Organizational Status

The Logistics Coordinator reports directly to the UBC Logistics Manager in the UBC Department of Supply Management. The Logistics Coordinator works closely with other members of UBC Logistics, and with administration, management, and faculty and staff outside of Supply Management.

### Work Performed

- 1) Responsible for the overall prioritization and preparation of high volumes of daily custom clearances electronically, for transmittal to Canada Customs (CBSA) for low value (CLVS) shipments (including classification of commodities, HS tariff code treatments, certificate of origins, vendor and product verification and assess for duties and taxes). Directly ensures that the customs clearances are acted upon and completed within the targeted turnaround times set by CBSA, thus reducing UBC exposure to customs compliance issues.
- 2) Investigates and resolves complex issues with UBC customs broker and UBC customers daily, referring to senior staff only the most complex issues for which no formal policy, procedure or precedence exists.
- 3) Interprets University and department policies and procedures and through consistent customer service, provides guidance and direction to UBC customers, explaining procedures and options on customs clearance and courier inquiries. Also interprets complex custom legislation for buyers and UBC customers.
- 4) Resolves complaints by performing duties such as investigating, taking corrective action, and referring as appropriate.
- 5) Participates in identifying processes and systems that require improvement, mapping current processes, re-designing processes, and making recommendations for changes



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- 6) Keeps current working knowledge of customs and tax related laws and regulations and understands import procedures, hazardous goods, permits, bonds and NAFTA Certificates of Origin.
- 7) At month end, is responsible for reviewing reports of customs broker and courier invoices for correct UBC speed chart information as well as freight, brokerage and other tax anomalies to ensure all departments are charged for customs and courier services.
- 8) Is responsible for the preparation, consolidation, entering and uploading of customs entry and courier transactions to the Financial Management Information System, for payment to vendors; reconciles and investigates errors. (The incumbent will be trained to use the ECBS system to process courier invoices. The incumbent must also become FMS certified).
- 9) Prepares requisitions for payment to Canada Customs of duties and taxes, as well as cheques to UBC's customs broker and courier vendors; reconciles and investigates errors.
- 10) Prepares and analyses monthly statistics of imports of both high and low value transactions at month end and provides this information to the Logistics Manager for monthly KPI review. The incumbent will be responsible and accountable for meeting their monthly KPI's
- 11) Maintains professional communication (written and oral) daily with CBSA, UBC's Customs Broker, Vendors, Courier companies and all UBC customers.
- 12) Assists in special projects as assigned by Logistics Manager.
- 13) Provides back up Administrative Support within the Supply Management Department as per required.

### **Supervision Received**

Works independently under the Logistics Manager of Supply Management and is expected to execute the objectives of the department, and provide monthly progress as required in the job (performance metrics as required).

### **Supervision Given**

- 1) Number of employees supervised: none
- 2) Classification of employees directly supervised: none

### **Consequence of Error/Judgement**

- 1) Any delay in customs clearance processing could result in the loss of perishable and high value goods, resulting in downtime of scientific projects, custom penalties and extra costs to UBC
- 2) Missed deadlines of payments to CCRA could result in cancellation of account and penalties to the University.
- 3) Incorrect selection of commodity duty rate could result in excess costs to the University.
- 4) Failure to pay invoices on time could lead to additional costs to UBC.
- 5) Failure to uphold Supply Management's Mission Statement could result in a loss of confidence in Supply Management's leadership within the UBC Community.



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### Qualifications

High School graduation, Certified Customs Specialist (CCS) designation from the Canadian Society of Customs Brokers (CSCB) or Customs Professional Designation. Plus some courses in business practices, customs, transportation and administrative procedures.

4 years relevant experience or the equivalent combination of education and experience. Relevant work experience in customs clearance, logistics, manufacturing, accounting, customer service or other transportation related fields is preferred in this role. Knowledge of general customs clearance principles and international shipping methods is also beneficial. Excel experience and use of other industry related systems are required. Accurate data entry with minimal mistakes and work experience in a team based office environment is vital. Effective oral and written communication skills within a team environment is required. Intermediate to advanced MS-Office. Experience working with large ERP systems such as PeopleSoft, Oracle, and SAP are desirable. The ideal candidate will have the ability to be self motivated and organized in a high volume environment, while keeping a strict attention to details and maintaining a positive attitude.

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### Job Posting

**Job ID:** 11263  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Public Serv Library  
**Classification Title:** Pub Svc Library Asst 2 (Gr4)      **Business Title:** Pub Svc Library Asst 2 (Gr4)  
**Department:** Library - Life Sciences  
**Salary:** \$37,308.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-26  
**Job End Date:** 2012-03-30      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-20      **Available Openings:** 1

### Job Summary

Provides moderately complex circulation services and assists with planning and developing special projects which relate to stacks maintenance.

### Organizational Status

Works under the supervision of the Circulation Supervisor and the general direction of the Circulation Manager. Interacts with patrons. Consults with librarians and public service staff within the unit and in other branches divisions.

### Work Performed

1. Assists with planning, training, supervision of student assistants and execution of special projects as they relate to stack maintenance. (e.g. book moves, inventory, maintenance of item records, measuring stacks shelf capacity)
2. In conjunction with other staff and under the direction of the senior Bibliography Serials Assistant, collects and prepares unbound issues of journals for binding. Updates the Voyager record, and prepares binding slips before sending to Technical Services. Processes volumes returning from serials binding. Verifies records, counts and records statistics. Check markings and makes corrections if necessary.
3. Performs daily cash reconciliation and daily audit on copy card vending machine, maintains change machine in library ensuring there are adequate amount of coins for change.
4. Responds to problems and or emergencies that may occur when working as the sole or as one of two evening and weekend staff members. Monitors gates; receives reports of thefts and incidents.
5. Works at the circulation reserve desk. Answers directional and information questions in person and over the phone. Charges, discharges and renews library materials; places requests on circulating materials, and accepts storage and trace requests. Explains and enforces library polices. Processes library card applications from eligible patrons, and issues temporary cards if necessary according to guidelines.
6. Operates the cash register at the circulation desk. Handles routine cash transactions: making changes, selling and refunding



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copy cards, accepting and processing payments for library fines, carrel rentals, and other library charges.

7. Assists users in routine searching of UBC catalogue and UBC e-journal collection . Refers all reference questions to Librarian on-site, UBC Askaway service or other appropriate branches and services.

8. Processes, searches, organizes and follows up on trace requests and other missing items. Notifies patrons on items found and refers missing items to the Bibliographer for further action.

9. Assists in the circulation and maintenance of laptops in the division. Checks inventories regularly. Notifies Systems Division regarding problems and arranges for repairs.

10. Works in other LSL branches to provide short-term backup if required.

11. Collects, sorts, shelves, shelf-reads, straightens, and organizes library materials in Woodward Library stacks.

12. Performs basic item maintenance in Voyager.

13. Opens and closes Library

14. Performs other related duties.

### **Supervision Received**

Reports to and is accountable to the Circulation Manager, Woodward Library. Receives general supervision from the Circulation Supervisor. Performance reviews are conducted by Head, Life Sciences Libraries with unit from the Circulation Manager

### **Supervision Given**

May explain work procedures to new or inexperienced employees and students. Trains and oversees the work of students working in the stacks.

### **Consequence of Error/Judgement**

Assignments are performed in accordance with established procedures and accepted practices. Tasks are generally standardized with the ability to choose action within limits defined by information and procedures. Organization of work to accomplish goals is expected. Consequences of inappropriate judgment can result in adverse public relations, as well as unnecessary work for other staff in order to rectify the situation. Errors in judgment and tact would adversely impact staff morale, client relations, and the image of the Library. Errors in the organization of daily work priorities could result in poor workflow in the unit and reduced service to the public.

### **Qualifications**

High School graduation and two year Library Technician diploma. . 2 years relevant experience or the equivalent combination of education and experience. Knowledge of library policies, and procedures and integrated library systems. Experience in circulation preferred. Ability to communicate effectively verbally and in writing. Ability to develop and maintain cooperative and productive working relationships. Ability to provide quality service to customers in a courteous, patient manner. Ability to effectively manage multiple tasks and priorities. Ability to operate the normal range of library and office equipment. Ability to effectively use email, word processing, spreadsheet and library database applications at an intermediate level. (MS Office and Voyager preferred). Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Ability to work evenings and weekends. Ability to lift up to 20kg of boxed materials and push fully loaded book trucks.



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### Job Posting

**Job ID:** 11255  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Student Info Support  
**Classification Title:** Student Info Support 3b (Gr6)      **Business Title:** Student Info Support 3b (Gr6)  
**Department:** Student Information Services  
**Salary:** \$39,168.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-26      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-09-20      **Available Openings:** 1

### Job Summary

Using the Student Information System (SIS), Admissions System, Enrolment Services Publications and other resources, provides excellent information, guidance and direction to prospective students, current students and the general public regarding recruitment, admission, student records and registration and all other supporting functions. Must be familiar with other areas of Enrolment Services (financial aid, awards, room bookings, scheduling), Student Development and Services (counselling - career and personal, health, wellness, workshops, disability resources, Imagine), Housing, Athletics and Recreation and other university initiatives (e.g., U-Pass, UBCcard, WebCT, e-Portfolio initiatives) as many enquiries originate at Enrolment Services. Work is performed on a call centre and at Point Grey and Robson campuses and may expand to other campuses when they become available. Some evening and weekend work may be required.

Interprets written policies and communicates them accurately. Reconciles records and identifies discrepancies.

### Organizational Status

Reports to the Manager.

### Work Performed

- Responds to lengthy and complex in-person, written, telephone and e-enquiries (e.g., chat) from clients. Is able to communicate difficult information sensitively.
- Knows and understands the complex regulations in the UBC Calendar, the domestic and international Viewbooks, the FYI Guide, other enrolment services publications, TREK 2010, the Academic Plan and other UBC publications. On the basis of this information, and using the Student Information System (SIS), Admission System and other knowledge management resources, provides excellent information, guidance and direction to prospective students, current students and the general public regarding recruitment, admission, student records and registration, fee assessment, graduation and all other supporting functions. Answers inquiries for all of these areas. Refers only the most complex inquiries, after first having researched the issue to see if it can be resolved at the first point of contact.
- Must be very familiar with other areas of Enrolment Services (financial aid, awards, room bookings, scheduling), Student Development and Services (counselling - career and personal, health, wellness, workshops, disability resources, Imagine), Housing, Athletics and Recreation, student life and other university initiatives (e.g., U-Pass, UBCcard, Parent Orientation, WebCT, e-Portfolio initiatives) Answer inquiries for all of these areas. Refers when required.





- Gives accurate information regarding admission average GPA requirements, specific faculty program requirements and answers other recruitment and admissions related questions.
- Assists students in making application for ACCESS Studies; provides guidance to students in this program, monitors students throughout the term, ensures that students have appropriate support to be successful (e.g., workshops and study skills), and recommends eligibility of the student to continue in the next session based on previous academic performance. Must exercise good judgment, be sensitive to individual circumstances and be able to communicate information and guidance accurately and empathically.
- Understands the principles of process improvement; identifies processes that require improvement; maps current processes; re-designs processes using input from colleagues and other student service units as appropriate; makes recommendations to Assistant Registrar for changes in order to improve service.
- Based on process maps, makes recommendations in the development of unit specific service standards.
- Accurately interprets University and Enrolment Service publications, policies and procedures. Intervenes with external agencies when students have difficulty meeting obligations because of UBC Policies and Procedures. Makes recommendations for change to UBC Policies and Procedures where appropriate.
- Responsible for analyzing and completing certificates of enrolment for RESPs and other external agencies. Must know and understand applicable government regulations governing the completion of such forms.
- Responsible for giving direction to students about Reviews of Assigned Standing; for sending requests to the Faculty and or Department; for following up if necessary; for communicating the decision to the student; for informing student about the process of Senate appeals if requested.
- Provides information about fee assessments; exercises judgment and makes decisions to defer fees and or change assessments (including the refund of non-refundable fees). Resolves issues. Makes students aware of self-service payment options; trains them on request.
- Is responsible for revising and maintaining knowledge database and for identifying and remedying content that should be available to students through Ask Me UBC.
- Is knowledgeable about advances in technology and learning initiatives at the university; identifies and participates in implementing ways in which students can be supported.
- Participates as a team member and or team coordinator on various service improvements, training and other strategic projects within the unit. Makes formal presentations to stakeholders.
- Participates in cross training in Recruitment, Admissions, Records, Registration and other areas as appropriate.
- Participates in the selection and supervision of staff and student assistants (on a rotating basis); participates in the training of same.
- Acts as cashier and accounts for various fees (including tuition fees).
- Is knowledgeable about customer service principles and provides service that is excellent, seamless and accessible. Deals with customer service complaints. Resolves complaints or negotiates with senior staff in other areas to remedy the situation.
- Performs other duties related to the qualifications and requirements of the job.

### **Supervision Received**

Works under administrative direction. Receives detailed instructions on the assignment of new duties and thereafter only on new or unusual problems.

### **Supervision Given**

No supervision given. Explains work procedures and assists with the training of new staff and student assistants. Directs the work of student assistants and ensures that accuracy and production are maintained. Coordinates peers working on strategic projects. Has input into staff selection and may have input into performance evaluation of staff.

### **Consequence of Error/Judgement**

Exercises judgment based on thorough knowledge of established policies and procedures. Using process improvement methodology, streamlines existing procedures; and or involves stakeholders and recommends changes to Assistant Registrar for process re-design. All information must be accurate and provided in a respectful, timely and supportive way. Failure to provide service that meets



these standards affects public perception of student services and or the university, including the university's reputation. Failure to provide correct information to prospective students could impact their ability to be admitted to the university.

### **Qualifications**

High school graduation plus one year post-secondary education with training in office procedures and practices. University graduation preferred. Minimum four years of related experience or three years of relevant UBC experience, preferably in a student services environment. Computer experience required (Word, Excel, Access, Outlook, UBC AS, UBC SIS, UBC FMIS, UBC IHRIS and Internet preferred). Call centre experience required. Knowledge of university and departmental policies and procedures. Knowledge of university publications preferred. Knowledge of Freedom of Information and Protection of Privacy Act an asset. Ability to communicate effectively verbally and in writing. Effective interpersonal, client service and organizational skills. Ability to type 50 w.p.m. and to operate a normal range of office equipment. Ability to use word processing, spreadsheet, database, internet and electronic mail applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to effectively manage multiple tasks and priorities. Ability to work both independently and within a team environment.

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### Job Posting

**Job ID:** 11294  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Excluded M&P  
**Job Category:** Human Resources  
**Classification Title:** Human Resources Advisor      **Business Title:** Human Resources Advisor  
**Department:** Human Resources  
**Salary:** \$64,369.00 - \$77,274.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-30      **Available Openings:** 2

### Job Summary

To provide advice and counsel and makes recommendations on all human resources management issues to ensure best practices are established within each unit. To provide leadership with respect to the Focus on People Workplace Practices Initiative. To participate on the Focus on People Integration Team by partnering with units to identify and implement strategies. To develop relationships and partner with clients by providing human resources expertise into their strategic business plans. This is done by participating in the review of organizational structures, performance and change management issues and conflict resolution opportunities. To provide guidance and direction in handling employee relations issues including contract interpretation and grievance handling to Step 2, progressive discipline, investigations, terminations, return to work and accommodation initiatives.

### Organizational Status

Reports to the Manager, Human Resources Advisory Services. Provides consultation to Supervisors, Department Managers, Directors, Department Heads, Vice-Presidents. Works with Employee Relations Managers, Organizational Training & Development Practitioners, Return to Work Coordinators, Pension Administrators and Benefit Administrators. Provides direction to Human Resources Associates and Administrative Secretaries.

### Work Performed

Consult with and coach clients on all human resources management issues pertaining to staff employees so as to ensure human resource best practices are established within all units. To ensure business partnerships are developed and maintained by regularly visiting units on site and meeting with functional department leaders.

Provide leadership and participate in the Focus on People Integration Team so as to support units in their identified strategies.

Develop and maintain partnerships with client departments so as to provide advice into their strategic business plans by participating in the review of organizational structures, performance and change management issues and conflict resolution opportunities.

Provides interpretation and advice regarding collective agreements, contracts, government legislation and University policies, procedures, practices and guidelines.



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Resolve various case issues, grievances and disputes by researching, documenting processes, participating in discussions, recommending solutions and negotiating settlements as applicable. Provide thorough overview of case with recommendations directly to Employee Relations Manager. Consult with Employee Relations Managers prior to advising on appropriate disciplinary action.

Collaborates with Return to Work Coordinators in Health, Safety and Environment to develop action plans for returning employees to the workplace. Oversees accommodation process identified with Human Resources Associate.

Participate in the development, community roll-out and maintenance of attendance management programs. Deliver training sessions and provide guidance and support to address specific attendance management issues.

Identify unit development needs, collaborate with advisory services team members to determine training requirements community wide, participate in program development and deliver training sessions in support of University initiatives.

Using a coach approach, advise units on career development, recruitment practices, succession planning, compensation and performance management and other human resource practices.

Oversees the work of Human Resource Associates and Administrative Secretaries, Advisory Services.

Chairs and or participates regular Employer Council Meetings Administrative Managers Meetings in order to provide a forum for discussion of human resource issues and provide new and revised human resource practices.

Regularly participates in HR Managers Networks Meetings and presents topics at Round Tables and or participates in Round Table discussions.

Answer a wide range of general employment related enquiries from internal and external community.

Participate in a wide range of various projects and committees.

Performs other related duties as required.

### **Supervision Received**

Reports to the Manager, Human Resources Advisory Services.

### **Supervision Given**

Oversees the work of Human Resources Associates and provides guidance in matters of professional practices. Directs and oversees the work of Administrative Secretaries.

### **Consequence of Error/Judgement**

Implications of decisions or advice may result in legal and or financial liability, restrictions on operations, damage to credibility, and poor relations with unions and employees.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of five to seven years of related experience or the equivalent combination of education and experience. Minimum five to seven years of related human resources experience including generalist experience. Experience in administration of collective agreements and labour relations in a complex unionized environment. Knowledge of current Human Resource Management practices. Knowledge of provincial and federal legislation governing employers Human Resource practices. Knowledge and experience in using a coaching model to influence and advise clients. Knowledge of the electronic recruiting systems an asset. Ability to communicate effectively verbally and in writing. Effective presentation,



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leadership, organizational, analytical and problem-solving skills. Ability to establish and maintain supportive working relationships with clients and team members. Ability to develop and implement strategies to meet the needs of clients. Ability to travel to on and off-site departmental unit locations.

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### Job Posting

**Job ID:** 11301  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Excluded M&P  
**Job Category:** Unassigned  
**Classification Title:** Paralegal **Business Title:** Paralegal  
**Department:** University Counsel Office  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-03 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-01 **Available Openings:** 1

### Job Summary

Provides paralegal services to the Office of the University Counsel. The incumbent is responsible for ensuring the University's compliance with a variety of deadlines and correspondence obligations via legal tracking systems. This position also provides professional advice to academic and administrative departments, faculty and staff members, and the general public regarding a variety of issues related to contracts and trademarks.

### Organizational Status

Reports to the University Counsel. Works directly with the University Counsel, Associate University Counsel and Legal Counsels. Liaises with all levels of administrative units, faculties and departments and external parties.

### Work Performed

- Reviews non-standardized contracts between UBC and external parties, making recommendations to the counsel as to their form and execution, ensuring compliance with UBC standards, liaising with university units and external parties, arranging UBC execution and distribution of executed copies to university units, and filing the same.
- Reviews standardized contracts between UBC and external parties, develops variations and modifications in conjunction with counsel, ensures compliance with UBC standards, liaises with university units and external parties, arranges UBC execution of contracts and distribution of executed copies to university units, and filing the same.
- Manages the University's Canadian and international trade-marks portfolio, including preparing trade-mark licence agreements, working with counsel to instruct UBC's external trade-marks counsel and trade-marks agents, performing due diligence on prospective trade-mark licensees, responding to unauthorized use of UBC's trade-marks by third parties, ensuring that all trade-mark related deadlines are met, responding to inquiries from university units and external parties with respect to basic trade-mark matters and reviewing all correspondence from UBC's external trade-marks counsel and trade-marks agents.
- Manages department agreement precedents, and other department databases and resources.
- Performs electronic searches in on-line databases, including B.C. Online and Quicklaw.
- Assists the Office of the University Counsel with special projects that require knowledge of legal files and issues.

### Supervision Received

Reports to the University Counsel; work is done under limited supervision. Routine processing matters are handled independently,



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occasionally consulting supervisor with reference to new or complex problems.

### **Supervision Given**

May oversee the work of temporary clerical staff and students.

### **Consequence of Error/Judgement**

Exercises considerable judgment and initiative. Ability to act independently. Has legal or financial implications if information disclosed inappropriately.

### **Qualifications**

Paralegal certificate or diploma required. Minimum 4 years' paralegal experience preferred. Advanced word processing computer experience required. Ability to exercise tact and discretion in dealing with confidential and sensitive matters. Effective oral and written communication, interpersonal and problem solving skills. Demonstrated organizational experience. Sound judgment and ability to maintain accuracy and pay close attention to detail is a necessity. Experience working in a fast paced environment. Ability to adapt to changing priorities, multitask, prioritize work and take initiative.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



### Job Posting

**Job ID:** 11265  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level B  
**Business Title:** Dean's Executive Coordinator - Faculty Affairs  
**Department:** Forestry, Dean's Office  
**Salary:** \$51,099.00 - \$61,343.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-16  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-20  
**Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

### Job Summary

This position provides executive support for strategic activities at the Faculty level identified by the Dean. Serves as liaison with UBC Central Administration offices (Provost, President and other) in addition to liaising with constituents external to the University, including senior officials from all levels of government, educational institutions and corporate offices.

Responsible for senior level management of the Dean's activities and office, conducting faculty-related research for the Dean, managing activities, projects, facilities, services, goals and objectives of the Dean's office, managing academic and non-academic activities on behalf of the Dean, managing administrative support for the Dean, liaising with Associate Deans, Assistant Dean, Heads, Director of Finance and other Directors. Manages a variety of ongoing, annual and one-time academic projects and activities within the Office of the Dean.

The Dean's Office is responsible for the academic mandate and administrative leadership of the Faculty of Forestry at UBC. The Office provides leadership in planning, strategic development and management of resources to ensure fulfilment of the mission of the Faculty and the University through the achievement of strategic goals. The Dean shares in the overall leadership of the University and builds on the momentum UBC has achieved so far.

### Organizational Status

This position reports directly to the Dean. Interacts with the units reporting to the Dean; works closely with the Associate and Assistant Deans, Director of Finance and Manager Finance and Administration, Dean's Office staff, Forestry Department Heads and Administrators, and faculty members. Frequently interacts with industry, federal and provincial government officials, and other universities. Works as the secretariat to the Faculty Advisory Council, First Nations Council of Advisors, Forestry Faculty Council and Senior Management Team.

### Work Performed

Executive Support:

- Provides leadership in problem solving, project planning and management; development and execution of identified goals, priorities and objectives.
- Advises and works on long-range planning, strategic initiatives and issues management.
- Independently researches, prioritizes and follows up on multiple incoming issues and concerns identified by the Dean, including





those of a sensitive and or confidential nature; determines appropriate course of action, referral and or response.

- Performs research and analysis on specific issues as required, and independently prepares non-routine letters and or reports, which may be highly sensitive and confidential in nature. Develops analyses, prepares and reviews briefing notes and plans for the Dean for speeches, presentations, articles, reports and media interviews.
- Serves as the primary contact for external organisations and agencies; communicates on behalf of the Dean as directed; may accompany the Dean, Associate Deans or senior faculties to meetings and events.
- Assists the Dean with a variety of special projects and reports especially those that pertain to the improvement and development of Faculty of Forestry policy and procedures. Specifically liaising with department heads, administrators and project leaders to keep them apprised of latest developments requirements and actions coming out from the Senior Management Team. Provides guidance to staff and faculty members on the Dean's commitments with respect to complex and or significant issues, based on the incumbent's knowledge of current Faculty priorities.
- Develops and maintains an active network of internal and external contacts, and promote the work of the Faculty and the University, as appropriate.
- Researches, prioritizes and determines the appropriate course of action, referral, or response on matters identified by the Dean, including those of a sensitive and or confidential nature.
- Performs other related duties as required by the Dean.

Faculty affairs:

- Manages recurring academic functions: process for selection, appointment and reappointment of Heads of Departments, Associate and Assistant Deans; coordinates Faculty and Departments reviews, including accreditation visits.
- Actively contributes to Faculty strategic planning and policy development. Writes and edits strategic documents.
- In collaboration with Assistant Dean Communications, Associate Deans and Directors of Development and Special Projects, designs and implements effective methods of communication and dissemination of information within the Faculty, the university and to external parties.
- Provides consultative support and participates on various senior Faculty committees. Duties include contributing to agenda content, pre-meeting discussion, topic research, presentation, coordination and follow-up action and locating and providing resources as required. Post meeting duties include communicating with committee members, researching and writing reports and coordinating the implementation of the committee's decisions.
- Maintains an on-going awareness of generic issues pertinent to forestry, particularly current international and national issues that affect the evolving forest sector education.
- Collaborates with the Development Team on ongoing development activities.
- Interprets and advises Heads, Directors, Administrators, and others on matters relating to University and Faculty policies and procedures.
- Coordinates, supervises and completes special projects, as appropriate.

Secretariat for the Senior Management Team (SMT), Faculty Council (FC), Forestry Advisory Council (FAC) and First Nations Council of Advisors (FNCOA)

- Manages the monthly meetings of the Senior Management Team: develops agenda, prepares appropriate materials presentations as required, attends all meetings, acts as a Secretary and is responsible to ensure follow up actions from the meetings are completed.
- Coordinates the FC biannual meetings, liaising with the Associate Dean Undergraduate to develop agenda, prepare Dean's update and other materials as needed.
- Manages the annual and interim meetings for the FAC and FNCOA, coordination of agenda topics, presentations, briefing papers, research materials, and minutes.
- Plans, prepares, assists and attends related social functions.
- Plans for and arranges for change of membership as required.

### **Supervision Received**

Works independently under broad directives from the Dean. Performance goals and expectations established in consultation with the Dean.



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### **Supervision Given**

Is responsible for the supervision of the administrative staff work study students or volunteers in the Office, including hiring and performance evaluation. In collaboration with the Manager Administration and Finance hires, supervises, trains, evaluates, disciplines and terminates staff.

### **Consequence of Error/Judgement**

Disseminating incorrect information would greatly impact the reputation of the Dean and the Faculty as a whole. Discretion and handling of confidential issues is imperative. It is important that the Forestry Advisory Council and Senior Management Team Committees are organized and utilized to achieve optimum efficiencies. The incumbent must demonstrate exceptional public relations and interpersonal skills in dealing with government, high profile members and senior administration of the university community. Bad judgement and lack of planning could lead to organisational breakdown in the Faculty; miscommunication could adversely impact the professional image of the Faculty and the Faculty's fundraising efforts and academic achievements.

### **Qualifications**

Undergraduate degree in a relevant discipline. University degree in a relevant discipline, Master's degree and fluency in second language is preferred. Minimum of three years experience or the equivalent combination of education and experience. Minimum of three years of senior administrative experience preferably as an Executive Assistant to a President or CEO and or minimum three years experience at a university setting and the same experience in supporting and advising senior executives. Proven senior administrative and supervisory experience in a large and complex organization. - Ability to be thorough, accurate, and have a high level of attention to detail. Ability to think conceptually (i.e. use creative, conceptual, or inductive reasoning or thought processes to identify patterns in complex data, and identify key or underlying issues in complex situations)

- Ability to analyse problems, identify key information and issues and effectively resolve. A thorough knowledge of university policies, protocols and procedures, corporate protocols and government operations.
- Ability to exercise sound judgment, make thoughtful, informed and thorough decisions.
- Ability to exercise tact and discretion and approach interactions with an awareness of sensitive issues (e.g. issues concerning specific cultures social groups)
- Ability to communicate effectively verbally and in writing. Advanced computer skills.
- Ability to work effectively independently and in a team environment; manage multiple tasks and priorities. Demonstrated ability to work under pressure and meet deadlines.
- Flexible approach to work; willingness to work irregular hours as and when necessary
- Ability to travel when necessary (including full driving licence and access to car for work-related business).

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



## Job Posting

**Job ID:** 11268  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level C      **Business Title:** Administration Manager  
**Department:** UBCV - Supply Management  
**Salary:** \$59,602.00 - \$71,550.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-21      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-21      **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

### Job Summary

The Administration Manager manages the administrative, operational, budgetary, and day to day human resource requirements of the Supply Management portfolio. Working with the Director of Supply Management and in partnership with the portfolio's leadership team, provides direction, leadership and coaching in human resources activities, strategic planning, policy development and implementation, financial management, facilities management, space allocation and planning, and all administrative activities within the Supply Management portfolio. Budget oversight responsibilities include management of \$2.6M including GPO and Fee for Service funds.

The Supply Management portfolio is comprised of five units on both the UBCV and UBCO campuses, (Strategic Sourcing, Purchasing Operations, Logistics & Sustainability, Travel, and Campus Mail), which combined have direct stewardship responsibility for \$500+ million in annual spend for the University (\$280M is operational spend and the balance in capital spend).

The role of Administration Manager serves as senior advisor to the Director, providing critical high level support to the portfolio while balancing the alignment of the portfolio's strategic objectives with managing daily activities.

### Organizational Status

Reporting to the Director Supply Management, the Administration Manager is a member of the Director's senior leadership team, providing consultation and guidance to all management and portfolio of 38 staff members.

Liaises with Financial Services, Treasury, Internal Audit and the University's Executive and senior management as and when required. Establishes and maintains close working relationships with other University business executives and administrators, as well as related supplier representatives.

### Work Performed

Administrative Operations:

- Designs and initiates operational changes to improve overall function of Supply Management operations including consulting with management and external internal departments. Using data to measure success, will analysis, design, secure buy in, and implement solutions and project manage until complete.



- This position is responsible for the management and leadership of all Supply Management administration related activities.
- Provides direction and coaching on all administrative functions and touch-points, and oversees, guides and manages the planning, designing, and implementation of portfolio policies, programs, projects and procedures that facilitate the unit's daily operations.
- Works with the Director to develop, implement, and maintain operational strategies to enable the overall progress of the portfolio, assessing feasibility and providing comprehensive administrative leadership and support to ensure portfolio goals and priorities are established and met. Regularly consults with managers and staff to identify problems, develop solutions and improvements, and create and maintain quality standards and consistency.
- Participates as a member of the portfolio's leadership team, providing short and long term strategic planning and development of effective and consistent policies and processes relating to administration, human resources, financial management, facilities management, space planning, and operational workflow.
- Provides comprehensive research services for the Director, compiling data, statistics, briefing notes, and other information and materials as and when required for meetings and presentations for input decision making at senior levels,
- Develops and maintains standard operating procedures on all administrative practices, providing advice and counsel to the Director to ensure compliance with University policies and practices, as well as with external agencies and regulatory bodies as appropriate. Improves programs and service quality levels by evaluating current applications and systems, and devising implementing enhancements and or new initiatives.
- Develops and maintains an effective communication program within the portfolio ensuring the timely and reciprocal exchange of critical information amongst the leadership team and staff. Monitors current events, University governance and or policy revisions, and other issues of interest to management.
- Maintains continuity amongst the functional units by documenting and communicating actions, irregularities, and continuing needs.
- Manages the department's administration staff. Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising task results; coaching, counseling, and disciplining staff; initiating, coordinating, and enforcing systems, policies and procedures.

### Human Resources:

- This position manages all Supply Management human resources activities on an ongoing basis.
- Creates and implements short and long term strategic and operational human resources plans.
- Anticipates needs, develops and maintains human resource support strategies and provides activities relating to recruitment, position classification, performance evaluation, professional development, attendance management, and retention of staff.
- Develops, implements, and maintains standard processes and practices for recruiting and hiring to ensure selection of best candidates.
- Researches, authors and advises on the development of job descriptions for all staff, liaising with HR Compensation where appropriate.
- Working with functional units, analyzes workloads and work flow, and initiates changes to organizational structure, ensuring that people and systems are in place to support the operational effectiveness of the portfolio.
- Acting as liaison with HR Central, provides guidance to all staff on matters relating to the interpretation and application of staff association and collective agreements.
- Manages the department's HRMS Position Management library, ensuring budgetary commitments are appropriate and position descriptions are accurate and current.
- Acts as HRMS Recruiter and Approver as and when required.
- Provides creative leadership and guidance to management staff regarding human resources management, wellness initiatives, and employee relations. Promotes effective and cooperative labor management relations.
- Working with the Director, advises on and provides departmental leadership development opportunities to staff such as leadership retreats, instructional course recommendations, etc.
- In conjunction with direct supervisors, assists in staff performance evaluation processes, making career development and increase recommendations as appropriate, facilitating outcomes of same where required to ensure on time delivery to committed schedules on a regular basis.
- Establishes departmental policies and manages the department's attendance management and vacation tracking systems, ensuring University and employee associations' protocols are upheld. Oversees the scheduling of staff vacations and maintenance of records on vacation entitlements, medical leaves and appointments, and leaves of absence.



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- Manages the department's professional development processes and maintains the tracking system for same.

### Financial Resources:

- This position is responsible for the management and oversight of all aspects of the portfolio's budget, including GPOF and Fee for Service funds.
- Oversees and manages the strategic application of the departmental budget by monitoring functional requirements in liaison with the Financial Analyst against budget parameters and making recommendations on developing priorities and allocation of funds.
- Initiates and coordinate management discussions ongoing concerning budgets and financial policy decision making, developing and recommending alternate scenarios (short and long term), and implementing financial decisions.
- Anticipates changes in financial trends and recommends actions to meet new priorities or resource levels.
- Conducts staffing assessments and associated funding requirements including planning to meet operational requirements.
- Holds signing authority on all fund accounts and staff appointments. Has organizational authority over all departmental expenditures including equipment purchases, travel claims, staff reimbursements and appointments.
- Prepares various operational and project related budgetary forecasts and summaries as and when required. Ensures that financial transactions, including budget adjustments, inter-departmental transfers, and cost recoveries are processed and recorded.
- Analyzes staff expenditure requests against budget parameters and makes decisions based on same.
- Provides consultation, guidance and training to all staff on financial related matters, troubleshooting and resolving financial issues where required.

### Facilities:

- This position is responsible for the management of all physical Supply Management space and resources on the Point Grey campus.
- Identifies and analyzes existing and future needs, evaluates impacts of various options, and develops plans for implementing change.
- Initiates, coordinates, and oversees modifications and renovations to facilities, including space planning and design, securing cost estimates, logistics and liaison with IT Services, Building Operations, contractors, trades personnel and suppliers. Reviews and approves renovation plans.
- Manages the department's equipment and computer leases, assessing changing directions and requirements, and providing appropriate solutions as and when required.
- Manages the department's iClass Key Access program, as well as the department's IT and physical space security systems, liaising with Parking and Access Control, Business Information Systems IT, and the University's Secure Access units as and when required.
- Manages the department's document management and central file system processes, reviewing and assessing needs versus practices as and when required. Provides recommendations for change, implements appropriate solutions, and liaises with relative suppliers and regulatory agencies as appropriate.
- Creates and maintains a functional, safe and secure work environment for all staff.

### Other:

- May manage and produce a number of supplier tradeshows creating a forum and networking opportunity for the portfolio. This includes managing and directing all aspects of large-scale event production.

### Supervision Received

Works autonomously under broad directives received from the Director. This position requires strong decision making ability, leadership, and demonstrable judgment and discretion. Work is reviewed against achievement of specific goals.

### Supervision Given



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Hires, trains, disciplines and directly supervises two (2) Administrative Clerks.  
Supports all portfolio staff. Provides expertise and guidance to all staff on all administrative processes.

### **Consequence of Error/Judgement**

This position requires a high degree of discretionary judgment, initiative and tact as work is performed autonomously. The Administration Manager has significant impact on the effective management of Supply Management operations specifically in the areas of financial responsibility and human resources which are critical in order to maintain the portfolio's reputation and operational effectiveness. The Administration Manager keeps the Director informed through ongoing communications, with issues being discussed with the AVP's office as required. Work must often be carried out with very limited initial knowledge and within tight time constraints, often requiring the incumbent to perform well under extreme pressure. Reliability, accuracy and maturity are vital given the degree of contact with members of the University executive, external professionals, suppliers, the campus community, and the highly sensitive nature of portfolio's role in many diverse areas.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline or an equivalent combination of education and experience. A minimum of 5 years of experience or the equivalent combination of education and experience. A minimum of 5 years related experience, preferably in a university environment.  
Thorough knowledge of UBC policies and procedures, financial record systems, collective agreements and human resources policies and procedures preferred.  
Familiarity with a large, complex organization and policy governance. Strong financial management, human resources management, and records management skills. Ability to communicate effectively verbally and in writing. Superior leadership, motivational, organizational, and problem-solving skills. Ability to work and interact independently with management, faculty and staff at all levels. Ability to think analytically, work well under pressure, prioritize tasks, and demonstrate a high degree of accuracy.  
Ability to exercise discretion and tact, displaying sound judgment and initiative.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



### Job Posting

**Job ID:** 11047 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level D      **Business Title:** Quality Assurance Analyst II  
**Department:** UBC IT - Business Analysts  
**Salary:** \$64,369.00 - \$77,274.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-08-22  
**Job End Date:** 2012-08-24  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-20      **Available Openings:** 1

### Job Summary

The Quality Assurance Analyst II provides specialist advice and analysis to ensure that all information systems programs and projects meet end-user requirements and organizational standards for usability, operability and performance. As a member of UBC IT, the Quality Assurance Analyst II is responsible for creating project quality plans, implementing quality initiatives, test execution and tool selection. Majority of work will be performed in a formal project or program team. Projects and programs typically have a high degree of complexity, influence, and impact as solutions are generally designed for the majority of constituents in the UBC community. Outside of project program assignments, the Quality Assurance Analyst II with other Quality Assurance Analysts will work on best practices improvements for the purpose of achieving a high level of quality in all project deliverables, ensuring that software quality exceeds industry norms for accuracy, reliability and scalability. This includes providing support and advice to other analysts and developers on quality assurance activities both within UBC IT and to the greater IT community at UBC.

### Organizational Status

- Reports to the Business Manager in the Project Management Office.
- Strategic direction is provided by both the Business Manager and Director of the Project Management Office.
- Day-to-day direction is given by a Project or Program Manager on assigned projects
- Quality assurance standards are set by Senior Quality Assurance Analyst(s)
- Works daily with a project team(s) typically made up of a project manager, developers, functional experts, business analysts and other project specialists
- Works closely with Senior Quality Assurance Analyst(s) and project program managers on cross-unit QA initiatives

### Work Performed

#### Specific Duties:

- Project assignments include but not limited to work on enterprise systems such as the Student Information System (SIS), HR (HRMS), Finance (FMIS), Identity and Access Management (IAM), Learning Management (LMS), UBC e-Payment, Email, Networks (wireless, telephony, Internet, etc), and Datawarehouses
- Project types include but not limited to software development, enterprise resource planning and commercial off the shelf implementation and infrastructure transformation



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- Ensures QA approach is consistent with the overall technical and business architecture of the university and complies with UBC IT and university policies, as well as governmental legislation and other external entities' compliancy requirements on security, privacy, and accessibility
- Analyses the impacts of proposed changes to technology services and or performance for UBC IT and other UBC departments.
- Understands key technical environments to effectively identify integration, security, scalability, and performance requirements
- Build and maintain good working relationships with project teams, business analysts, UBC IT colleagues, and client stakeholders.

### Core Duties:

Provides specialist advice to and consults with appropriate IT personnel or others as appropriate on quality assurance issues and processes.

Analyzes and reviews system features and requirements (i.e. functional, integration, security, scalability and performance) and provides advice on options, risks and costs versus benefits.

Validates customized software, functional specifications and prototypes.

Implements and maintains monitoring and load testing systems.

Evaluates and recommends opportunities for test automation and creates automated testing scripts.

Evaluates and recommends performance testing and creates performance testing scripts.

Develops and maintains document templates for test plans and standards for QA testing

Provides quality assurance testing and validation services to ensure information systems programs and projects meet organizational standards and end-user requirements.

Creates test plans, scenarios and test cases, procures test data, executes tests, and documents results.

Identifies, analyzes and documents bugs using a bug tracking system, verifies fixes, and follows the QA Test Lifecycle process.

Participates in design reviews.

Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.

Performs other related duties as required.

### Supervision Received

Reports directly to and receives direction from the Business Manager in the Project Management Office in UBC IT and daily direction of a Project or Program Manager on assigned projects. Must be able to work independently as well as contribute actively and collaborate openly as a team member.

### Supervision Given

In general, provides mentoring and coaching to new or less experienced business analysts, quality assurance analysts, and developers in the area of quality assurance. Also provides leadership and education to other staff in UBC IT and to the greater UBC community.

### Consequence of Error/Judgement





UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Quality Assurance Analyst will have a direct impact on how efficiently and effectively the systems and processes will perform and function. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community, affecting up to tens of thousands of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of UBC IT and UBC.

### Qualifications

Undergraduate degree in a relevant discipline. Regular professional development in quality assurance analysis. Formal certification from a recognized professional organization or professional development provider is an asset. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Minimum 5 years of experience in software application development. Must have demonstrated combination of knowledge and experience in the IT project lifecycle including project management, business analysis, development, quality assurance, change management and related disciplines. Experience in a higher ed environment is an asset. Experience with scalability and testing enterprise applications. Experience with the traceability, requirements and issue tracking systems. Experience with open source testing tools is an asset. Experience with Service Oriented Architecture (SOA) is an asset.

A proven go-to person for quality assurance knowledge and advice. Demonstrated ability to create and implement quality strategies for varying project sizes. Expert knowledge of performance, regression, unit and functional testing techniques

Proven knowledge and continuous learning of quality assurance analysis discipline and best practices. Demonstrated contributions to the continuous improvement of quality assurance analysis practices, methodology and implementation.

Knowledge of project management, quality assurance, change management disciplines and best practices; and development methodologies

Excellent organizational, planning, and prioritization skills. Ability to multi-task and address project demands in a fast-paced and changing environment.

Demonstrates the willingness, ability, and enthusiasm to learn new processes, methodologies or technologies. Good understanding of key trends and players in the IT industry and higher-education sector

Collaboration - Actively solicits ideas and opinions from others to efficiently and effectively accomplish specific objectives targeted at defined business outcomes. Openly encourages other team members to voice their ideas and concerns. Shows respect for differences and diversity, and disagrees without personalizing issues. Utilizes strengths of team members to achieve optimal performance.

Communication for Results - Conducts discussions with and writes memoranda to all levels of colleagues and peer groups in ways that support troubleshooting and problem solving. Seeks and shares relevant information, opinions, and judgments. Handles conflict empathetically. Explains the context of interrelated situations, asks probing questions, and solicits multiple sources of advice prior to taking action when appropriate.

Problem Solving - Applies problem-solving methodologies and tools to diagnose and solve operational and interpersonal problems. Determines the potential causes of the problem and devises testing methodologies for validation. Shows empathy and objectivity toward individuals involved in the issue. Analyzes multiple alternatives, risks, and benefits for a range of potential solutions. Recommends resource requirements and collaborates with impacted stakeholders.

Accountability - Sets objectives that meet organizational needs. Provides recommendations to individuals and teams on ways to improve performance and meet defined objectives. Monitors and provides feedback on individual and team performance against defined



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standards.

Analytical Thinking - Coordinates the information gathering and reporting process. Reviews trends and compares to expectations. Conducts research to define problems and prepares responses to anticipated questions. Prioritizes multiple issues and opportunities. Identifies relationships and linkages within several information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Defines priorities within performance objectives. Reports and identifies areas that need guidance in order to resolve complex issues. Anticipates the possible outcome of potential solutions.

Thoroughness - Demonstrates operational agility. Uses organizational systems that result in multiple critical activities to be identified and completed on time. Renegotiates priorities as necessary. Puts systems in place and uses them to monitor and detect errors and problems. Tests and inspects outputs and applies quality checks prior to work submission.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



### Job Posting

**Job ID:** 11299  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level E      **Business Title:** Senior Programmer Analyst  
**Department:** UBC IT - Learning Apps Support  
**Salary:** \$73,448.00 - \$91,809.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-26  
**Job End Date:** 2012-09-28  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-23      **Available Openings:** 1

### Job Summary

The Senior Programmer Analyst leads the analysis, design and review of existing or proposed system features and requirements and devises computer programs, systems and related procedures.

The Senior Programmer Analyst plays an important role in the design, development and implementation of learning technologies, monitoring tools, and provisioning systems. Performs secondary operational support and contributes to the strategic planning of the University's learning technology ecosystem.

### Organizational Status

The Learning Applications group supports the University's enterprise learning applications, which service faculty and students, both locally and internationally.

Reports to the Manager, Learning Applications. May also work under the direction of a Project Manager or Team Lead as required for projects to which the incumbent is assigned.

Interacts directly with other University technology professionals and with faculty, staff and students.

### Work Performed

Specific Duties:

- Ensures that mission critical learning applications are reliable, stable, and highly-available to support the University's vision of transformative student learning.
- Resolves technical issues with other University technology professionals in a complex and highly-integrated environment of administrative systems, learning technologies, and student information systems.
- Contributes technical expertise to the on-going strategic planning and development of the University's learning technology ecosystem and enterprise architecture.
- Assists with the definition of development standards and practices for Programmer Analysts and other University technology professionals that contribute extensions or modifications to enterprise learning applications.
- Facilitates and conducts design and code reviews for other Programmer Analysts to ensure that they are efficient and meet development standards.
- Takes a leadership role in coordinating the various design elements associated with software development. Senior developers work with other developers, UX Architects Designers and DBAs. Ensures that designs are incorporated into technical specifications as



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required.

- Conducts testing of new or customized application modules and plugins to ensure application meets specifications and architecture guidelines.
- May be requested to provide after hours support in situations requiring an urgent response.

### Core Duties:

- Provides technical leadership in the analysis and review of existing or proposed system features and integration, security, scalability and performance requirements with users, business analysts, architects and team members.
- Leads the evaluation and selection process for application packages, and advises on options, risk, cost vs. benefits, and impacts on business processes and goals.
- Develops system test plans, oversees testing of new or modified applications and ensures applications meet specifications.
- Develops integration plans and ensures for the incorporation of plans into integration testing process.
- Ensures documentation of functions and changes to new or modified modules, tests activities results, error handling and backup recovery procedures.
- Designs, develops and programs specialized custom software, prepares functional specifications, and builds prototypes.
- Provides expert advice on complex system design issues and contributes to ongoing planning and development of systems enhancements.
- Packages in house developed applications for production or integrates vendor supplied applications.
- May manage small to medium sized projects.
- Provides technical expertise, training, and consultation to other staff.
- Provides ongoing maintenance and operational support for applications.
- Supports software development lifecycle and applies and follows appropriate programming development methodologies and best practices as instructed.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### Supervision Received

Works under the general direction of the Manager, Learning Applications. Will sometimes work under the direction of a Project Manager or Team Lead. The Senior Programmer Analyst must be able to work independently as well as contribute actively and collaborate openly as a team member.

### Supervision Given

May supervise and evaluate work of other UBC IT staff or any other contract and or vendor staff performing technical or functional duties during a project or in support of the University's enterprise learning applications environment.

### Consequence of Error/Judgement

The University's enterprise learning applications are mission critical components of the educational technology infrastructure that 60% of UBC's faculty use to deliver their courses. Student users of these applications represent 80% of our local student population with thousands more who access these applications as distance learners around the world. The dependencies on the University's learning environment have made it critical that these applications perform at a very high level with little or no disruption of service.

The decisions and actions taken by the Senior Programmer Analyst will have a direct impact on how efficiently and effectively the University's enterprise learning applications will perform and function. Errors in judgment, poor decisions or advice, failure to act decisively could result in having a detrimental impact on the University's ability to deliver course materials in a timely fashion and conduct online testing, which could lead to placing the University in a liable position.

### Qualifications



Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science preferred. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Minimum of 8 years of related experience, including extensive experience designing, developing and implementing medium to large scale applications. Demonstrated ongoing career development through active and self-motivated professional development. Experience with Learning Management Systems (e.g. Blackboard, Moodle, WebCT) and integration SDKs (e.g. Building Blocks, Moodle plugins, PowerLinks) is required.

Advanced proficiency in Java development.

Experience with current versions and aware of upcoming enhancements in the following technologies: JDK, Java EE, Servlets, JSP, JSTL, Struts, Spring, and UI development concepts tools (e.g. GWT, JSF, Swing, UX).

Experience with enterprise service buses (e.g. Apache ServiceMix, Tibco), message-oriented middleware (e.g. Apache ActiveMQ, JBoss HornetQ) and web services (e.g. REST, SOAP)

Advanced proficiency in developing daemons, reports, and web applications with scripting languages (e.g. Perl, PHP, Python, JavaScript).

Advanced proficiency in developing daemons, reports, and web applications with scripting languages (e.g. Perl, PHP, Python, JavaScript).

Advanced proficiency in data modeling, database design, object-relational mapping (e.g. Hibernate), query languages (e.g. SQL, HQL) and relational database management systems (e.g. Oracle, MySQL, SQLite).

Very strong knowledge and practical experience in many of the following: object-oriented analysis and design; unified modeling language; architecture, design, and integration patterns; workflow and rules engines; build management (e.g. Ant, Maven); revision control; and code repositories (e.g. Perforce, SVN, git).

Strong understanding and experience with software development methodologies (e.g. test-driven, behaviour-driven) and tools (e.g. JUnit, Cucumber).

Strong project management skills including a working knowledge of software development lifecycle methodologies, preferably RUP and Agile (e.g. Lean, XP, Scrum).

Advanced proficiency in Unix Linux system administration (e.g. Red Hat Enterprise Linux).

Experience with monitoring tools (e.g. Coradant TrueSight, Intermapper, Nagios).

Experience with virtual infrastructure, load balancers, firewalls, and storage area networks (e.g. VMWare, Cisco Application Content Engine, Cisco Firewall Services Module, NetApp).

Advanced proficiency in managing application servers and web servers (e.g. Apache HTTP, Apache Tomcat, WebLogic).

Advanced or expert understanding of Internet protocols (e.g. HTTP, SSL, WebDAV, SMTP, SSH, Telnet).

Strong knowledge of web browsers, plugins (e.g. Flash, Java) and cross-browser compatibility issues.

Proficient with office productivity tools (e.g. MS Office, SharePoint, Visio).

Experience in most of the following areas: requirements definition, functional application design, configuration, implementation, testing, data conversion, training and documentation.

Ability to work on several projects at once and to change priorities quickly as needed.

Ability to work under pressure in time sensitive, mission critical situations, with a minimum of supervision.

**Collaboration** - Consistently fosters collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goal. Engages the right people within and beyond organizational boundaries, by matching individual capabilities and skills to the team's goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments.

**Communication for Results** - Converses with, writes reports for, and creates delivers presentations to all levels of colleagues and peer groups in ways that support problem solving and planning. Seeks a consensus with business partners. Debates opinions, tests understanding, and clarifies judgments. Brings conflict into the open empathetically. Explains the context of multiple interrelated situations, asks searching, probing questions, and solicits expert advice prior to taking action and making recommendations.

**Problem Solving** - Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying



# The University of British Columbia

## Staff Job Postings

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issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and or preventive actions for complex issues that cross organizational boundaries and are unclear in nature. Identifies potential consequences and risk levels. Seeks support and buy-in for problem definition, methods of resolution, and accountability.

Accountability - Sets enhanced objectives for self and others. Monitors performance trends and identifies opportunities to improve standards. Provides regular feedback and suggests alternative approaches necessary to ensure that organizational objectives and superior standards are achieved. Delegates responsibility and reallocates resources as needed to ensure that priorities are met for initiatives within area of responsibility.

Business Process Knowledge - Describes and documents critical cross-functional business process flows. Applies business process reengineering techniques and methods in analyzing process flow and accountability charts. Recommends and advocates substantive process enhancements and assesses both internal and external implications.

Information Systems Knowledge - Identifies means of integrating technical support requirements with enterprise processes and strategies. Identifies technological opportunities to meet client needs. Creates information system solutions to meet the needs of business stakeholders. Partners with appropriate technical consultants, experts, and managers to resolves complex problems across all IT solutions.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



## Job Posting

**Job ID:** 11082 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level E      **Business Title:** Senior Quality Assurance Analyst  
**Department:** UBC IT - Business Analysts  
**Salary:** \$73,448.00 - \$91,809.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-20      **Available Openings:** 1

### Job Summary

The Senior Quality Assurance Analyst provides technical leadership in the development of quality assurance strategies and in the definition and implementation of test environments for total testing solutions of all information systems programs and projects. As a member of UBC IT, the Senior Quality Assurance Analyst is responsible for creating project quality plans, leading implementation of quality initiatives, test execution and tool selection. Majority of work will be performed in a formal project or program team. Projects and programs typically have a high degree of complexity, influence, and impact as solutions are generally designed for the majority of constituents in the UBC community. Outside of project program assignments, the Senior Quality Assurance Analyst will champion best practices that lead to a high level of quality in all project deliverables ensuring that software quality exceeds industry norms for accuracy, reliability and scalability. Will provide support and advice to other analysts and developers on quality assurance activities both within UBC IT and to the greater IT community at UBC.

### Organizational Status

Reports to the Manager, Business Analysis and Quality Assurance in the Project Management Office. Strategic direction is provided by both the Manager and Director of the Project Management Office. Day-to-day direction is given by a Project or Program Manager on assigned projects. Works daily with a project team(s) typically made up of a project manager, developers, functional experts, business analysts and other project specialists

Works closely with UBC IT management and project program managers on cross-unit QA initiative . The Senior Quality Assurance Analyst is a senior representative of the PMO and thus will develop relationships with different units while launching QA initiatives

### Work Performed

Specific Duties:

- Project assignments include but not limited to work on enterprise systems such as the Student Information System (SIS), HR, Finance, Identity and Access Management (IAM), Learning Management (LMS), UBC e-Payment, Email, Networks (wireless, telephony, Internet, etc), and datawarehouses.
- Project types include but not limited to software development, ERP (Enterprise Resource Planning) and COTS (Commercial off the shelf) implementation, reporting and business intelligence, and infrastructure transformation.
- Ensures QA approach is consistent with the overall technical and business architecture of the university and complies with UBC



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IT and university policies, as well as governmental legislation and other external entities' compliancy requirements on security, privacy, and accessibility.

- Analyses the impacts of proposed changes to technology services and or performance for UBC IT and other UBC departments.
- Understands key technical environments to effectively identify integration, security, scalability, and performance requirements.
- Build and maintain good working relationships with project teams, business analysts, UBC IT colleagues, and client stakeholders.

### Core Duties:

- Defines, designs and articulates comprehensive and in-depth quality assurance strategies, approaches and plans for software projects.
- Designs project test plans, QA approaches and processes. Ensures sufficient breadth and depth of testing approach. Advises project managers of QA effort required.
- Leads implementation of quality assurance initiatives, develops and manages project budgets, ensures that quality standards and practices are followed, and coordinates work of technical teams.
- Establishes quality assurance and or quality control policies in accordance with best practices, defines benchmarks and measures, devises improvements to current procedures, and develops models of possible future configurations.
- Acts as an information resource on quality assurance, provides expertise to own and other projects, and contributes to the standard methodologies of the IT department.
- Evaluates and recommends testing tools, software packages and training for team members and remains current with industry trends.
- Provides technical guidance and leadership, coaching, and mentoring to team members.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### Supervision Received

Reports directly to and receives direction from the Manager, Business Analysis and Quality Assurance in the Project Management Office in UBC IT and daily direction of a Project or Program Manager on assigned projects. Must be able to work independently as well as contribute actively and collaborate openly as a team member.

### Supervision Given

Provides mentoring and coaching to new or less experienced business analysts, quality assurance analysts, and developers in the area of quality assurance. Also provides leadership and education to other staff in UBC IT and to the greater UBC community. May supervise work of other analysts on projects.

### Consequence of Error/Judgement

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Senior Quality Assurance Analyst will have a direct impact on how efficiently and effectively the systems and processes will perform and function. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community, affecting up to tens of thousands of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of UBC IT and UBC.

### Qualifications

Undergraduate degree in a relevant discipline. Formal certification from a recognized professional organization or professional development provider is an asset. Professional development in quality assurance analysis, leadership, coaching and mentoring is an asset. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and





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experience. Significant experience in software application development and progressively in more senior roles. A demonstrated combination of knowledge and experience in the IT project lifecycle including project management, business analysis, development, quality assurance, change management and related disciplines.

Experience in a higher education environment is an asset.

Experience and thorough knowledge with scalability and testing enterprise applications.

Expert knowledge of performance, regression, unit and functional testing techniques

Experience and thorough knowledge with the traceability, requirements and issue tracking systems.

Experience with open source testing tools is an asset.

Experience with Service Oriented Architecture (SOA) is an asset.

Experience with any of the following: custom SIS, Peoplesoft (HR & Finance) and Oracle BI is an asset.

Working knowledge of project management, quality assurance, change management disciplines and best practices; and development methodologies.

Demonstrated contributions to the continuous improvement of quality assurance analysis practices, methodology and implementation.

Proven knowledge and continuous learning of quality assurance analysis discipline and best practices.

Demonstrated ability to create, implement, and manage a quality strategy for large and complex software projects within a team environment.

Solid understanding of key trends and players in the IT industry and higher-education sector.

Strong leadership skills and the ability to initiate and sustain initiatives. A proven go-to person for quality assurance knowledge and advice.

Works effectively with senior management on strategic implementation.

Ability to effectively manage multiple tasks and priorities and address project demands in a fast-paced and changing environment.

Excellent organizational, planning, and prioritization skills.

Demonstrates the willingness, ability, and enthusiasm to learn new processes, methodologies or technologies.

Collaboration - Consistently fosters collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goal. Engages the right people within and beyond organizational boundaries, by matching individual capabilities and skills to the team's goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments.

Communication for Results - Converses with, writes reports for, and creates delivers presentations to all levels of colleagues and peer groups in ways that support problem solving and planning. Seeks a consensus with business partners. Debates opinions, tests understanding, and clarifies judgments. Brings conflict into the open empathetically. Explains the context of multiple interrelated situations, asks searching, probing questions, and solicits expert advice prior to taking action and making recommendations.



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**Problem Solving** - Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and or preventive actions for complex issues that cross organizational boundaries and are unclear in nature. Identifies potential consequences and risk levels. Seeks support and buy-in for problem definition, methods of resolution, and accountability.

**Accountability** - Sets enhanced objectives for self and others. Monitors performance trends and identifies opportunities to improve standards. Provides regular feedback and suggests alternative approaches necessary to ensure that organizational objectives and superior standards are achieved. Delegates responsibility and reallocates resources as needed to ensure that priorities are met for initiatives within area of responsibility.

**Analytical Thinking** - Determines criteria for assessing issues and opportunities. Establishes clear goals and priorities needed to assess performance. Identifies relationships and linkages between different information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Establishes clear goals and priorities. Anticipates potential problems and develops solutions needed to resolve them. Systemically analyzes relationships between apparently independent problems and issues. Reviews and cross-reviews reports. Identifies trends as well as isolated events. Translates analytical reports into management presentations, and provides guidance to resolve issues. Anticipates the possible outcome of potential solutions. Identifies areas of significant concern or opportunity. Probes and initiates research to identify critical problems.

**Thoroughness** - Identifies potential areas of conflicting priorities and vulnerability in achieving standards. Reviews department's progress against established goals, objectives, service level targets, and project milestones. Supports others in achieving deliverables by efficiently allocating resources and providing common organizing systems, techniques, and disciplines. Maintains a proactive work review and approval process prior to assignment completion. Solicits internal and external customer evaluation of performance and devises measures for improvement.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



### Job Posting

**Job ID:** 11296  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level E2      **Business Title:** Manager  
**Department:** UBC IT - Learning Apps Support  
**Salary:** \$80,059.00 - \$100,073.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-26  
**Job End Date:** 2013-09-02  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-23      **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

#### Job Summary

The Manager provides overall management and technical leadership of a functional area including multiple lines of products and services. He she is a recognized subject matter expert for the Academic Systems Management functional area.

He she has responsibility for the planning, budgeting, resourcing and execution of tasks that deliver systems projects, enhancements, maintenance and production support throughout the applications lifecycle.

#### Organizational Status

The Academic Systems Group provides development, maintenance, enhancement and production support for both internal UBC-IT customers and external campus customers. The Group also leads or participates in systems projects that are key to the development and growth of UBC as a leading, world-class educational institution.

The systems that are supported include; RISE, SIS, LMS, Consolidated Billing, Ad-Astra, Degree Navigator, SSC, FSC.

These services are delivered through the use of Information Technology best practices and customer focused processes to enable our stakeholders to achieve their Campus objectives.

The Manager reports to the Director, Academic Systems Management and works closely with the other managers in Academic Systems, UBC IT personnel, campus stakeholders, vendors and external institutions. He she supervises a team of systems professionals including team leads, systems analysts, programmer analysts, technical analysts, applications architects and quality assurance analysts.

#### Work Performed

Specific Duties:

- Provides work direction and leadership to functional area team members, including scheduling, assignment of work, review of project efforts and resolution of issues as required to ensure overall success.
- Provides strategic advice to the Director and colleagues and leads strategic direction of the team for long range planning of applications projects, and develops and maintains complex, multi year technology roadmaps for the functional area, which include budget forecasting, technology forecasting and trend analysis, and an overall understanding to the University's technological strategic plan.
- Prepares annual budgets in the context of the overall UBC IT priorities.
- Assesses variances from the functional area plans, budgets and schedules, develops and implements changes as necessary to ensure



that scope, time, cost, and quality objectives are achieved.

- Develops and maintains a productive and collaborative working relationship with customers, campus stakeholders, vendors and UBC IT resources.
- Develops and oversees application lifecycle best practices to manage UBC IT technologies and applies appropriate change management methodologies to ensure projects are handled correctly, that problems are managed effectively, and monitored to ensure success.
- Acts as project manager on various medium scale projects within the Academic Systems group as well as UBC IT and client sponsored projects. Uses project management methodology.
- Acts on behalf of the Director as required.

#### Core Duties:

- Works with business partners and or IT leadership to understand and anticipate business and IT needs of a major functional area with multiple lines of services.
- Develops integrated strategies, operating plans, targets and measures for functional area and leads the day to day delivery of its programs, services and activities.
- Negotiates, sources and obtains financial, physical, or human resources to support long-term projects and programs.
- Develops and ensures systems, procedures, methods, standards and controls are created and followed which foster operational efficiency, monitor compliance, mitigate risks, and achieve functional area results.
- Develops and implements innovative business solutions, programs and services, provides leadership and oversight on projects, and collaborates with others on integrated solutions and initiatives across other units.
- Develops and manages reporting supervisors, team leads, professionals and other staff including selection, training, coaching, performance management and all other people practices.
- Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.
- Anticipates and analyzes trends in technology and assesses the impact of emerging technologies on the business.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

#### Supervision Received

The Manager works under the general direction of the Director, Academic Systems Management and has considerable latitude in the execution of his her duties consistent with the goals and objectives for the functional area.

#### Supervision Given

Supervise, hire, train and evaluate performance of staff. Negotiates and reviews services provided by internal and external contractors. Provides overall direction to the applications staff and ensures that IT best practices are followed. As required provides project management to staff and contractors who are assigned to a project team.

#### Consequence of Error/Judgement

Effective lifecycle management of Applications is essential for the delivery of UBC IT services to the departments and faculties. Decisions and actions taken by the Senior Manager will have a direct impact on how efficiently and effectively UBC Applications will perform and function.

Failure to meet service level obligations for performance and availability of Applications could adversely impact the University community, including the large majority of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue. It will also damage the reputation of UBC and UBC IT.

#### Qualifications

Undergraduate degree in a relevant discipline. Post-graduate degree may be required for specialized positions. Undergraduate degree in Computer Science preferred. Minimum of 9 years experience or Supervisory experience may be required. Technical expertise in a highly specialized area required. the equivalent combination of education and experience. Minimum of 9 years



experience or Supervisory experience may be required. Technical expertise in a highly specialized area required. the equivalent combination of education and experience.

Demonstrated experience in the software development and implementation life cycle with the ability to communicate effectively verbally and in writing to a varied audience.

Supervisory, budgetary, presentation, interpersonal, written and oral communication experience is required.

Demonstrated ability to analyze and interpret data, determine implications, and provide recommendations.

Ability to work effectively independently and in a team environment.

Ability to resolve systems and technical problems in an innovative manner.

Ability to develop and implement strategic business plans.

Ability to make decisions and recommendations involving highly complex issues.

Ability to develop and implement policies and procedures

Experience with UBC policies and systems is an asset.

Ability to effectively lead a team of systems professionals in a demanding environment.

Ability to maintain accuracy and attention to detail.

Ability to effectively manage multiple tasks and priorities and work on mission-critical situations in a demanding environment.

Excellent Organizational skills.

**Collaboration** - Consistently fosters collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goal. Engages the right people within and beyond organizational boundaries, by matching individual capabilities and skills to the team's goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments.

**Communication for Results** - Converses with, writes reports for, and creates delivers presentations to all levels of colleagues and peer groups in ways that support problem solving and planning. Seeks a consensus with business partners. Debates opinions, tests understanding, and clarifies judgments. Brings conflict into the open empathetically. Explains the context of multiple interrelated situations, asks searching, probing questions, and solicits expert advice prior to taking action and making recommendations.

**Problem Solving** - Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and or preventive actions for complex issues that cross organizational boundaries and are unclear in nature. Identifies potential consequences and risk levels. Seeks support and buy-in for problem definition, methods of resolution, and accountability.

**Accountability** - Sets enhanced objectives for self and others. Monitors performance trends and identifies opportunities to improve standards. Provides regular feedback and suggests alternative approaches necessary to ensure that organizational objectives and superior standards are achieved. Delegates responsibility and reallocates resources as needed to ensure that priorities are met for initiatives within area of responsibility.

**Developing Others** - Identifies and plans development and mentoring activities for a functional area in alignment with the mission, vision, and values of the organization. Promotes and follows up on learning activities including assignments and cross-functional learning. Mentors others, providing personal insights. Acts as sounding board advisor for problem solving.

**Strategic Technology Planning** - Supports research related to functional architectures and technology needs for a significant work area. Provides input to strategic technology planning. Identifies and analyzes unit's strengths and weaknesses and proposes options for investment in and ongoing maintenance of a function or work process.



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## Staff Job Postings

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UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



## Job Posting

**Job ID:** 11297  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level E2      **Business Title:** Manager  
**Department:** UBC IT - Academic Systems Mgmt  
**Salary:** \$80,059.00 - \$100,073.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-26      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-23      **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

### Job Summary

The Manager provides overall management and technical leadership of a functional area including multiple lines of products and services. He she is a recognized subject matter expert for the Administrative Systems Management functional area. He she has responsibility for the planning, budgeting, resourcing and execution of tasks that deliver systems projects, enhancements, maintenance and production support throughout the applications lifecycle.

### Organizational Status

The Academic Systems Group provides development, maintenance, enhancement and production support for both internal UBC-IT customers and external campus customers. The Group also leads or participates in systems projects that are key to the development and growth of UBC as a leading, world-class educational institution.

The systems that are supported include; RISE, SIS, LMS, Consolidated Billing, Ad-Astra, Degree Navigator, SSC, FSC.

These services are delivered through the use of Information Technology best practices and customer focused processes to enable our stakeholders to achieve their Campus objectives.

The Manager reports to the Director, Academic Systems Management and works closely with the other managers in Academic Systems, UBC IT personnel, campus stakeholders, vendors and external institutions. He she supervises a team of systems professionals including team leads, business analysts, programmer analysts, support analysts, applications architects and quality assurance analysts.

### Work Performed

Specific Duties:

- Provides work direction and leadership to functional area team members, including scheduling, assignment of work, review of project efforts and resolution of issues as required to ensure overall success.
- Provides strategic advice to the Director and colleagues and leads strategic direction of the team for long range planning of applications projects, and develops and maintains complex, multi year technology roadmaps for the functional area, which include budget forecasting, technology forecasting and trend analysis, and an overall understanding to the University's technological strategic plan.
- Prepares annual budgets in the context of the overall UBC IT priorities.
- Assesses variances from the functional area plans, budgets and schedules, develops and implements changes as necessary to ensure



that scope, time, cost, and quality objectives are achieved.

- Develops and maintains a productive and collaborative working relationship with customers, campus stakeholders, vendors and UBC IT resources.
- Develops and oversees application lifecycle best practices to manage UBC IT technologies and applies appropriate change management methodologies to ensure projects are handled correctly, that problems are managed effectively, and monitored to ensure success.
- Acts as project manager on various medium scale projects within the Administrative Systems group as well as UBC IT and client sponsored projects. Uses project management methodology.
- Initiates projects following appropriate project management methodology including gathering and defining comprehensive project requirements, ensuring for strategic alignment, developing project charters, project plans, budgets and schedules, determining staffing requirements, and forming cross-functional project teams.
- Defines and follows project management methods, procedures, and quality objectives, including metrics for assessing progress.
- Balances workload, provides technical and analytical guidance and work direction to project team, including scheduling, assignment of work, review of project efforts and removal of roadblocks which inhibit project success.
- Ensures that all team members have the tools and training required to perform effectively, and provides the team with constructive feedback as it pertains to project performance.
- Assesses variances from the project plans, budgets and schedules, develops and implements changes as necessary to ensure that the project remains within specified scope and is within time, cost, and quality objectives, and keeps management aware of the situation.
- Evaluates and ensures for sponsor client satisfaction at project completion.
- Drafts contracts and Service Level Agreements and manages RFIs RFPs for evaluation, selection and procurement of products and or services from vendors.
- Identifies potential areas for improvement in current methodologies and provides coaching to project managers.
- Develops and maintains a productive working relationship with project sponsors, vendors and key clients.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Acts on behalf of the Director as required.

#### Core Duties:

- Works with business partners and or IT leadership to understand and anticipate business and IT needs of a major functional area with multiple lines of services.
- Develops integrated strategies, operating plans, targets and measures for functional area and leads the day to day delivery of its programs, services and activities.
- Negotiates, sources and obtains financial, physical, or human resources to support long-term projects and programs.
- Develops and ensures systems, procedures, methods, standards and controls are created and followed which foster operational efficiency, monitor compliance, mitigate risks, and achieve functional area results.
- Develops and implements innovative business solutions, programs and services, provides leadership and oversight on projects, and collaborates with others on integrated solutions and initiatives across other administrative academic units.
- Develops and manages reporting supervisors, team leads, professionals and other staff including selection, training, coaching, performance management and all other people practices.
- Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.
- Anticipates and analyzes trends in technology and assesses the impact of emerging technologies on the business.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

#### Supervision Received

The Manager works under the general direction of the Director, Academic Systems Management and has considerable latitude in the execution of his her duties consistent with the goals and objectives for the functional area.

#### Supervision Given

Supervise, hire, train and evaluate performance of staff. Negotiates and reviews services provided by internal and external





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contractors. Provides overall direction to the applications staff and ensures that IT best practices are followed. As required provides project management to staff and contractors who are assigned to a project team.

### **Consequence of Error/Judgement**

Effective lifecycle management of Applications is essential for the delivery of UBC IT services to the departments and faculties. Decisions and actions taken by the Manager will have a direct impact on how efficiently and effectively UBC Applications will perform and function.

Failure to meet service level obligations for performance and availability of Applications could adversely impact the University community, including the large majority of students, faculty, researchers and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue. It will also damage the reputation of UBC and UBC IT.

### **Qualifications**

Undergraduate degree in a relevant discipline. Post-graduate degree may be required for specialized positions. Undergraduate degree in Computer Science preferred. Minimum of 9 years experience or Supervisory experience may be required. Technical expertise in a highly specialized area required. the equivalent combination of education and experience. Demonstrated experience in the software development and implementation life cycle with the ability to communicate effectively verbally and in writing to a varied audience.

Supervisory, budgetary, presentation, interpersonal, written and oral communication experience is required.

Demonstrated ability to analyze and interpret data, determine implications, and provide recommendations.

Ability to work effectively independently and in a team environment.

Ability to resolve systems and technical problems in an innovative manner.

Ability to develop and implement strategic business plans.

Ability to make decisions and recommendations involving highly complex issues.

Ability to develop and implement policies and procedures

Experience with UBC policies and systems is an asset.

Ability to effectively lead a team of systems professionals in a demanding environment.

Ability to maintain accuracy and attention to detail.

Ability to effectively manage multiple tasks and priorities and work on mission-critical situations in a demanding environment.

Excellent Organizational skills.

Collaboration - Consistently fosters collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goal. Engages the right people within and beyond organizational boundaries, by matching individual capabilities and skills to the team's goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments.

Communication for Results - Converses with, writes reports for, and creates delivers presentations to all levels of colleagues and peer groups in ways that support problem solving and planning. Seeks a consensus with business partners. Debates opinions, tests understanding, and clarifies judgments. Brings conflict into the open empathetically. Explains the context of multiple interrelated situations, asks searching, probing questions, and solicits expert advice prior to taking action and making recommendations.

Problem Solving - Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and or preventive actions for complex issues that cross organizational boundaries and are unclear in nature. Identifies potential consequences and risk levels. Seeks support and buy-in for problem definition, methods of resolution, and accountability.

Accountability - Sets enhanced objectives for self and others. Monitors performance trends and identifies opportunities to improve standards. Provides regular feedback and suggests alternative approaches necessary to ensure that organizational objectives and



superior standards are achieved. Delegates responsibility and reallocates resources as needed to ensure that priorities are met for initiatives within area of responsibility.

Developing Others - Identifies and plans development and mentoring activities for a functional area in alignment with the mission, vision, and values of the organization. Promotes and follows up on learning activities including assignments and cross-functional learning. Mentors others, providing personal insights. Acts as sounding board advisor for problem solving.

Strategic Technology Planning - Supports research related to functional architectures and technology needs for a significant work area. Provides input to strategic technology planning. Identifies and analyzes unit's strengths and weaknesses and proposes options for investment in and ongoing maintenance of a function or work process.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



## Job Posting

**Job ID:** 11250  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B      **Business Title:** AV/IT Educational Technology Analyst  
**Department:** Fac.of Pharmaceutical Sciences  
**Salary:** \$ 25.94 - \$ 31.14 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2011-09-06  
**Job End Date:** 2011-12-31      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-19      **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

### Job Summary

In preparation for the Faculty of Pharmaceutical Sciences' move into its new building in 2012 and expansion of its entry to practice program, the successful candidate will conduct a comprehensive analysis of educational technology needs of all stakeholders in the Faculty; develop a detailed plan related to educational technology application in the building and to our educational partners throughout the province; recommend educational technology software and hardware to support the needs identified; recommend staffing requirements to support on-going implementation and use of educational technology adopted by the Faculty; and develop a plan to address the education technology training needs of faculty and staff.

### Organizational Status

This individual reports directly to the Associate Dean, Academic.

### Work Performed

- 1) Determine the educational technology needs of the Faculty by interacting with all members of faculty and staff (including Undergraduate, Graduate, Pharm. D., Continuing Pharmacy Professional Development, clinical and part-time faculty, Development Office, IT Support).
- 2) Interact with representatives of the Faculty's various student groups regarding the application of educational technology.
- 3) Conduct extensive fact-finding related to educational technology use across all faculties on UBC campus.
- 4) From these analyses and fact-findings, develop a comprehensive plan that will ensure that the requisite educational technological capabilities are included in the new building.
- 5) Identify possible synergistic relationships with other groups on campus related to support and delivery of educational technology.
- 6) Develop a hiring plan to support the on-going educational technology needs of the Faculty.

### Supervision Received

This individual would be required to work independently with guidance from the Associate Dean Academic and the Educational Technology Advisory Committee.



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### **Supervision Given**

This position does not supervise, but will be required to work collaboratively with all faculty and staff. An administrative assistant from the Office of the Associate Dean Academic will be available to offer part-time support.

### **Consequence of Error/Judgement**

Work requires judgment and initiative. Errors would have a significantly negative impact on the Faculty's use of its limited resources and our ability to meet the present and future educational needs of our students, instructional faculty and stakeholders.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. The individual should have several years of experience in performing needs analyses and in the subsequent planning derived from the results. Graduate training in the area of educational technology and curriculum design and management is desirable. Knowledge of the use of state of the art educational technology is a primary requirement of this position.

Must possess the ability to:

- prioritize and work effectively under pressure to meet deadlines;
- work independently and in a team environment;
- effectively communicate verbally and in writing;
- analyze, problem solve;
- identify key information;
- and effectively resolve all related issues

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## Job Posting

**Job ID:** 11285  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B                      **Business Title:** Education Manager  
**Department:** Family Practice  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2011-10-01  
**Job End Date:** 2012-09-30                      **Possibility of Extension:** Yes  
**Funding Type:** Part-Time  
**Other:**  
**Date Closed:** 2011-09-29                      **Available Openings:** 1

### Job Summary

This position provides diversified educational administrative support to the Postgraduate Residency Program of UBC Dept of Family Practice. It requires a broad and extensive knowledge of the organization and educational mandate of the Residency Program. The incumbent works with Program Director, Associate Director and Program Administrator to provide organizational support in the areas of Curriculum Development, Faculty Development, Assessment and Evaluation, as well as Expansion of the program.

The incumbent is given varying degrees of latitude for exercising independent initiative and judgement in developing methods, scheduling priorities and coordinating and maintaining office routines which normally require input from various hospital and UBC units and or sources.

### Organizational Status

Reports to: Postgraduate Program Director and Postgraduate Program Administrator. Interacts with: faculty, staff, preceptors and residents, various hospital departments, office of Postgraduate Education in the Faculty of Medicine and various health authorities and other healthcare organizations.

### Work Performed

Participates in implementation of policies and procedures related to resident education and in support of overall Postgraduate strategic priorities, goals and initiatives

Acts as communication officer for the program and is responsible for the distribution and dissemination of important educational guidelines and policies to clinical faculty across a distributed program. This includes the creation of a newsletter to all clinical faculty.

Contributes to the planning, needs assessments, resource analysis and strategic planning in relation to the expansion of the residency program, both for IMG and CMG Works with the Program Director, Project Manager and Program Administrator in .

Responsible for the development, assessment, implementation and communication of policies, procedures and tools in relation to curriculum, evaluation, faculty development and scholarship and contributes to the organization and facilitation of lead faculty retreats, educational events and modules for professional development of preceptors and clinical faculty.



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Provides advice and support to the site directors and administrators in policies and guidelines in areas relating to curriculum, assessment and evaluation and faculty development.

Responsible for monitoring, creating and collating materials and webeval reports for the delivery of faculty development to clinical faculty and preceptors in rural communities.

Monitors and manages repository of practice exam materials. Develop and maintain intranet site on exam preparation.

Contributes to the planning and delivery of educational events, training and modules for the professional development of faculty and clinical teachers.

Works with the Lead Faculty responsible for Behavioural Medicine in the delivery of a Behavioral Medicine curriculum across the program.

Advises residents' and faculty on College of Family Physicians accreditation policies and guidelines.

Assists the planning, documents preparation and organization of accreditation visits.

Coordinates with the College of Physicians and Surgeons of B.C. to facilitate the licensing process for graduates of the Residency programs.

Maintains and update intranet website for residents and faculty, ensuring that important information are communicated via the intranet in a timely fashion.

Assists in the resident CaRMS selection process.

Prepared and updates the Resident Handbook annually.

Provides backup coverage for Program Administrator when needed

Performs other related duties as necessary.

### **Supervision Received**

Receives initial instruction on new responsibilities. The incumbent is expected to be able to take initiative; problem solve, apply discretion to determine course of action and then follow through independently.

### **Supervision Given**

Provides supervision and instruction to postgraduate staff and work study student.

### **Consequence of Error/Judgement**

Error in judgement will result in breaches of confidence and or would affect the reputation of the UBC Postgraduate Program and could potentially lead to the withdrawal of a teaching services and teaching site, miscommunication may lead to inefficiency of operation or unmet deadlines.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. Experience in medical education an asset. Word processing and computer experience. Project management experience an



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asset. Strong organizational skills. Ability to work collaboratively, to provide supportive leadership as necessary, and be a team player. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to communicate effectively verbally and in writing.

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### Job Posting

**Job ID:** 11252  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level A      **Business Title:** Staff Writer  
**Department:** Arts, Dean's Office  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-03  
**Job End Date:** 2012-04-02  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-19      **Available Openings:** 1

### Job Summary

Is responsible for developing and delivering a full range of communications programs in support of the Communications efforts of the Faculty of Arts including but not limited to, stories for the faculty website, faculty blog, UBC Reports, news releases, social media and advertising materials as required. Provides strategic input on communications projects, ensures completeness, accuracy and consistency of messaging and content, and provides audio visual support as required.

### Organizational Status

Reports to: Manager of Communications

Works with: UBC faculty, staff, students, and to a lesser extent, outside community groups and organizations.

### Work Performed

- Compile content, organize, write and post stories to meet the needs of the Communications unit which includes but is not limited to, the Arts Website, ArtsWIRE, e-newsletter, Arts Forums, and Faculty of Arts stories as required.
- Promote, through written stories, profiles, blogs, Tweets and Facebook opportunities, the newsworthy accomplishments of students, staff, faculty, alumni and donors.
- Produce video scripts as required
- Review, correct, update and create webpage content on the Faculty of Arts site
- Review Arts website structure and participate in improvement
- Write for the web, e-mail and print publications
- Assist with production of new e-newsletter
- Assist with management of ArtsWIRE
- Develop and implement social media and website strategies best practices
- Support the Communications managers in daily tasks
- Assist in producing advertising materials for Arts Forums
- Assist in producing Vancouver Sun editorials
- Conduct information interviews when required
- Provide assistance to departments as needed for newsletters and web content maintenance.
- Coordinate communications projects for Arts and provides regular status reports to partners stakeholders.





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### **Supervision Received**

Works under direction of the Manager to achieve objectives. Work is reviewed for achievement of objectives, soundness of judgement and quality of work.

### **Supervision Given**

None

### **Consequence of Error/Judgement**

Expected to function with a high degree of autonomy and independence, working under broad guidelines with minimal experience. Makes decisions requiring judgement in analyzing, organizing and presenting often complex information. Makes recommendations on appropriate communications vehicles to achieve stated goals.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. Ability to write for various audiences, settings and tones. Experience using content management systems such as Wordpress, and various social media vehicles. Ability to communicate effectively verbally and in writing. Highly effective written communication skills. Strong writing, editing and proofreading skills with an exceptional ability to generate enthusiasm and interest in readers. Ability to be thorough, accurate, and have a high level of attention to detail. Strong organizational skills and interpersonal skills. Proven ability to interact effectively and positively with staff, faculty, managers and students.

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## Job Posting

**Job ID:** 11053  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level C      **Business Title:** User Experience / Web Designer  
**Department:** Communication Services  
**Salary:** \$59,602.00 - \$71,550.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-08-29      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-28      **Available Openings:** 1

### Job Summary

The User Experience Web Designer applies a user-centered design process to deliver digital communications projects that support student success, enhance the current student experience and adhere to the UBC brand identity. This position contributes requirements gathering, user analysis, information architecture, prototyping, usability testing, and graphic interface design to projects. The User Experience Web Designer is a digital design professional equally adept and comfortable with design, information architecture, and research.

### Organizational Status

The User Experience Web Designer reports to the Director, Student Communications Services. This position also works closely with Enrolment Services (ES) and Student Development & Services (SD&S) Communications Coordinators on project definition and planning, and will interface with UBC IT Services web developers on project deliverables.

As one of two user experience professionals within the Student Communications Services unit, the User Experience Web Designer will bring visual design expertise to the user experience design services provided by the unit.

### Work Performed

Information architecture, design, and usability:

Develops and maintains information architecture and usability standards for ES and SD&S units.

Analyzes business and functional requirements for student focused websites and web applications; works with other units to guide overall strategic direction and vision for websites and other digital communications (such as RSS news feeds and email newsletters).

Creates wireframes, site maps, schematics, process maps, user flows, user personas, feature lists, mockups, working prototypes, and other artifacts to describe the intended user experience.

Defines site architecture and navigation to serve as blueprints.



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Uses graphic design, information design, and problem-solving skills to create compelling, highly usable web interfaces.

Works with web developers to define and implement technical requirements.

Researches and makes recommendations on software to support and enhance the web design process.

### Design and production:

Designs visually engaging and user-centric layouts, templates, wireframes and graphics for ES and SD&S digital communications projects, including blogs, email newsletters, social media platforms, and websites.

Develops creative visual solutions for web page elements and communication hierarchy using layout, color, typography, proportion, navigation, iconography, photography, motion rich media, and brand.

Implements functional designs by providing standards-based CSS and HTML documents to the web developers.

Designs and tests layouts for cross-browser functionality and accessibility.

Adheres to UBC brand identity guidelines and contributes to internal design style guides.

Helps to implement designs created by other team members or external consultants.

### Research and testing:

Designs research protocols, prepares research plans, and develops usability templates.

Conducts rapid iterative usability testing of wireframes, mockups, and prototypes to validate whether features and products have met business and usability objectives.

Coordinates focus groups, card sorts, surveys and other methods of user testing; analyzes test results; makes recommendations.

Conducts competitive site research; reviews and analyzes industry trends; and makes recommendations to enhance the user experience.

### Project management and quality assurance

Works collaboratively with ES and SD&S unit Communications Coordinators on delivery of student facing digital communications projects.

Leads project definition and development of project plans; manages technical implementation of projects.

Responsible for project timelines and coordinating workflow of content providers, designers and other contributors.

Liaises with UBC IT Services web developers providing documentation and negotiating timelines for completion of projects.

Facilitates project planning meetings with ES and SD&S staff when required.



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Works with vendors of design specific systems to ensure service level agreements are being met.

General:

Stays abreast of developments in visual design with an eye to extending the University's reputation and finding new opportunities for communication.

Researches and advises on visual interface design; educates and advises departments on best practices in web design.

Represents Student Communications Services at University meetings as required

Performs other duties as required.

### **Supervision Received**

The User Experience Web Designer reports to the Director, Student Communications Services. This position works autonomously within Provost & VP Academic and ES policies. Work is reviewed in terms of achievement of high professional standards in the delivery of student communications services.

### **Supervision Given**

This position acts as a key contact person and coordinator for the University's student facing digital communications projects. The User Experience Web Designer hires external support as needed. This position is expected to make complex decisions, with guidance provided in exceptional circumstances. She works as a member of Student Communications Services, and works collaboratively on projects with other staff in ES and SD&S.

### **Consequence of Error/Judgement**

This position must exercise tact and diplomacy when dealing with staff and faculty. Given a rapidly changing digital landscape, she must make decisions on how best to manage projects given short timeframes, relative strategic importance of projects, and the impact of failing to meet deadlines.

Our communications channels must present complex information in an understandable way, and online versions of publications, including the Calendar, now function as official versions. People who rely on our web pages to present this information accurately include faculty, staff, and students at UBC; faculty, staff, and students at other universities and colleges; and high-school students and counsellors both within Canada and in other countries. The impact of errors in our online publications would be considerable. Students make academic and personal decisions based on material published online. Errors would cause serious inconvenience to large numbers of people and could have legal and financial consequences for UBC.

Applying expertise and attention to user interface design and information architecture provides clarity, reduces redundancies, and delivers a better experience for users. Providing online material for faculty, staff, and students offers significant cost savings and improvements in efficiency when done well. People using the web expect fast response, simple and intuitive design, and readable material. Up-to-the-minute knowledge and expertise in this area and meticulous attention to detail are crucial to the delivery of the University's Place and Promise student learning commitments for providing information and services on the web.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of six years experience or communications services or the equivalent combination of education and experience. Minimum of six years experience that demonstrates proficiency in the architecture,



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design, and visualization of information, as well as user-centred interface design for a variety of outputs, including different browsers, operating systems, and email clients. Candidates must also possess a strong understanding of design principles as applied to interactive digital media and typography with solid production skills including CSS, HTML, Photoshop, Illustrator.

Professional experience in a post-secondary institution or similar environment an asset. Accuracy and attention to detail.

Effective oral and written communication, interpersonal, and presentation skills. Ability to exercise diplomacy, tact, and discretion when working with confidential and or sensitive information and in dealing with various levels of administration and external agencies. Demonstrated ability to function well as a member of a team. Organizational and project management skills; ability to prioritize tasks and manage timelines. Submission of an electronic portfolio that demonstrates creative visual design capabilities.

Demonstrated skills in colour theory, typography, information hierarchy; and, the development and use of graphic elements and photography.

Demonstrated experience in producing user interfaces, optimizing application flow, and designing for a variety of outputs, including different browsers and email clients, operating systems, and hardware platforms (including mobile devices).

Ability to create user personas, task and user flows, storyboards, site maps, schematics, wireframes, feature lists, mockups, and working prototypes for testing and other artifacts to describe the intended user experience.

Demonstrated experience performing various forms of user research (contextual inquiry, focus groups, usability testing, etc.), conducting analysis; and, providing recommendations.

Demonstrated success in staying current with user-centred design processes and methodologies.

Experience creating user-centred web interfaces using HTML, CSS, JavaScript libraries, and other current web technologies.

Experience with Adobe Creative Suite software, including Fireworks, Photoshop, and Illustrator.

Knowledge of browser standards, common plug-ins helper applications, and related design issues, especially developing accessible pages.

Knowledge of WCAG and Section 508 Accessibility compliance standards.

Knowledge of branding and working within a graphic identity system.

Solid understanding of social media best practices and usability conventions.

Capacity for creativity and research; ability to exercise initiative, resourcefulness, and judgment.

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### Job Posting

**Job ID:** 11273  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Marketing & Sales  
**Classification Title:** Marketing & Sales, Level A      **Business Title:** Marketing and Business Devel, (BCC)  
**Department:** The Sauder School of Business  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-26  
**Job End Date:** 2012-05-04  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-09-21      **Available Openings:** 1

### Job Summary

This job is responsible for managing and initiating short and long term employment postings for students at the Sauder School of Business. Specifically, this job has 2 main responsibilities: 1) initiating new job postings from new recruiting partners for the Business Career Centre, and 2) using social media to connect with recruiting partners and solicit job postings.

### Organizational Status

Reports to the Senior Business Development Manager, Hari B. Varshney Business Career Centre.

Within the Business Career Centre, this position works closely with other Business Development Managers and Business Career Center staff, including the Assistant Dean, Directors, Career Managers, Program Managers and support staff.

Externally, this position engages with local and national organizations (employers) ranging from human resources staff to departmental hiring managers.

### Work Performed

Business Development and Marketing

Evaluates and follows the social media activities of recruitment partners to source employment opportunities for students

Responds to recruitment needs of employers who reach out to the business career centre

Develops and maintains new and existing relationships with employers by actively networking and attending appropriate events

Conducts sales campaigns and does market research to optimize existing marketing programs and increase number of job postings

Acquires an assigned quota of relevant job opportunities for Sauder School of Business students via internet-based research, and personalized outreach initiatives such as cold calling and email.

Works closely with recruitment partners to provide opportunities for employers to connect with students on campus



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Helps organize and manage employer participation in student Treks to Toronto and Calgary

### **Supervision Received**

Works independently under general guidance from the Senior Business Development Manager.

### **Supervision Given**

Occasional supervision of student and event volunteers. .

### **Consequence of Error/Judgement**

This position represents the Sauder School of Business, the students and the University. Incorrect decisions judgment will directly affect the Sauder School of Business and UBC's reputation with the employer community and future alumni of the faculty

### **Qualifications**

Diploma in Marketing. . Minimum of one year experience or the equivalent combination of education and experience. Prefer two years experience in business development.

Ability to work on a team and very good communications skills are necessary for speaking and presenting to employers and the community.

Experience using social marketing tools like Linked In, Twitter, and Facebook.

Computer skills required (Word for Windows, Excel

Familiarity with a university or recruiting environment an asset.

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### Job Posting

**Job ID:** 11253  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Nursing  
**Classification Title:** Nursing, Level B  
**Business Title:** Research Nurse  
**Department:** Endocrinology & Metabolism Div  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-03  
**Job End Date:** 2012-10-02  
**Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-09-19  
**Available Openings:** 1

### Job Summary

Within the context of a client and family centred care model and in accordance with College of Registered Nurses of British Columbia (CRNBC) standards of professional practice, code of ethics, the Clinical Research Nurse assesses inpatients and outpatients of the Neuropepituitary Clinic for admission into clinical research studies, coordinates clinical research trials in accordance with approved research protocols and ethics guidelines; acts as a member of an interdisciplinary team providing services to a client group which may require treatment over an extended time period. Acts as a resource on the research study for nurses and other health care providers in the hospital.

### Organizational Status

This position must work independently and within standard and acceptable boundaries for ethical and competent research practice. The position will be accountable to the Principal Investigator (Dr. Ehud Ur).

### Work Performed

Assisting in the planning and organization of a research project including assessing and screening patients, developing tools to aid in protocol and administering protocol deviations and setting up clinic, training and supervising professional staff, providing supervision to students and volunteers. Collaboration with various internal and external offices, pharmaceutical agencies and hospital staff. Compiles, enters, reviews and assesses and presents data. Assisting in the preparation of Research Ethics Board applications

1. Assesses and screens inpatients and outpatients of the Neuropepituitary Clinic for eligibility for enrolment in clinical research studies by reviewing each research protocol, reviewing client's diagnosis and test results and collecting information from other health care staff; makes recommendations to appropriate Physician about suitability of clients for enrolment.
2. Participates in the coordination and facilitation of clinical research studies developed by Principal Investigator (s), assists endocrinologists in enrolment of participants by revising consent forms specific to each study, assisting to explain to participants family the nature of the study, potential side effects and their continued rights during the study period in order to obtain informed consent prior to commencement.
3. Undertakes pituitary hormone testing by methods such as hormonal stimulation and insulin hypoglycaemia according to





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standardized protocols.

4. Liaises with various internal and external offices including the Research Centre, other departments and pharmaceutical or granting agencies to coordinate receipt of required documentation and research approvals, obtain authorizing signatures and answer inquiries regarding the research studies.
5. Administers and or oversees the administration of study drugs and required tests to participants by setting up intravenous lines, drawing blood, assessing and evaluating participant progress, symptoms and overall experience reaction to study participation, recognizing and responding to anticipated and unanticipated participant responses to the study drugs, documenting assessments in appropriate hospital and research records and reporting adverse side effects and events to the endocrinologist and research agency to ensure participant safety and research protocols are not compromised.
6. Acts to resolve problems to relieve treatment emergent situations and responds to incidents such as injury to staff or visitors, hazardous spills, fire or aggressive disruptive behaviour to ensure medical and other support is accessed in a timely manner; informs designated staff of occurrences and completes required incident reports in accordance with professional standards and hospital policies; participates in referrals to other health care professionals as appropriate.
7. Consults and collaborates with unit nurses and other interdisciplinary team members in the coordination of care and research participation through methods such as presenting in-services on each study, maintaining protocol information binders on appropriate wards and troubleshooting and providing guidance and knowledge about research procedures and the integration of research participation with client care.
8. Establishes therapeutic relationships with participants and families, while adhering to professional boundaries as set out by the CRNBC standards of nursing practice and Code of Ethics. Teaches outpatient participants and families self-administration of research medication where appropriate by discussing and demonstrating subcutaneous injection methods, explaining safety issues and potential side effects and regularly contacting participants to ensure compliance with treatment quantities and times and identify and discuss concerns issues relating to the research treatment.
9. Ensures follow up consultations required by research protocols are conducted by tracking the time between visits, telephoning the participant, scheduling visits to the clinic, advising endocrinologists of the assessments tests that the research protocol requires and transferring assessment test results into appropriate case report forms for completion.
10. Liaises with pharmaceutical or other research sponsoring bodies by methods such as providing feedback on case report form design, corresponding about status of study, advising of side effects of study medication for participants and meeting with research monitor representative to review case report forms after study completion to ensure protocol, research and ethics guidelines are met for each study.
11. Performs regular review of all inpatient charts to grade client toxicity levels and immune system reactions based on designated scales by performing duties such as reviewing test results, physician and nurse notes and other indicia, comparing with discharge summaries and advising endocrinologist of any discrepancies. Forwards review information to designated personnel for inputting into specialized database.
12. Participates on designated programs and professional committees teams through methods such as attending meetings, drafting revising documentation forms for review by committee and providing written verbal input to facilitate the resolution of issues and or to advocate for the goals and objectives of the program.
13. Sets measurable goals and objectives within a team or individual environment, incorporating the organization's vision and values, goals and corporate plan, through methods such as maintaining and updating own knowledge of clinical and professional development within area of practice, and developing plan in collaboration with Supervisor and Professional Practice for professional development; reviews progress to ensure goals are achieved within established time frames.
14. Performs other related duties as assigned.



# The University of British Columbia

## Staff Job Postings

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### **Supervision Received**

The incumbent must work independently and within standard and acceptable boundaries for ethical and competent research practice. Works in collaboration with Principal Investigator, clinical research staff, physicians, support staff and pharmaceutical representatives.

### **Supervision Given**

The Clinical Research Nurse advises Research Coordinators, other research nurses, contracted service providers, laboratory and clerical staff

### **Consequence of Error/Judgement**

The Clinical Research Nurse must be capable of working independently within standard and acceptable boundaries for ethical and competent nursing practice. The incumbent must exercise judgment and discretion to provide leadership and resolve problems and must be accountable for the accuracy and reliability of the work. Failure to inform the investigator of appropriate clinical issues of a patient may result in the failure to maintain patient safety. Dismissal would result if ethical standards were not followed.

### **Qualifications**

Research Nurses require R.N. Certificate. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, RN Certificate. Nursing Licensure in British Columbia Nurse Practitioner Clinical Associates require post-graduate degree in Nursing. Current practicing registration with the College of Registered Nurses of British Columbia Nursing (CRNBC). Current certification in basic CPR mandatory. . Research Nurses require 3 years of nursing and administrative experience. Clinical Associates require at least 2 years of related clinical work experience. Nurse Practitioner Clinical Associates require 2 years of primary care Nurse Practitioner experience or the equivalent combination of education and experience. One year recent relevant experience in clinical trials research preferred. Broad knowledge of nursing theory and practice within a client family centered model of care, Broad knowledge of CRNBC's standards for nurse researchers and knowledge of research methodology and ethics. Demonstrated ability in clinical trials. Demonstrated ability to effectively deal with others in a consultative collaborative method. Demonstrated ability to organize and prioritize work and to work independently. Demonstrated ability to communicate effectively both orally and in writing.

Demonstrated ability to work collaboratively as a member of an interdisciplinary team. Demonstrated ability to communicate with and deal effectively with clients and their families, co-workers, physicians, other health care staff and staff of outside agencies. Demonstrated ability to counsel and teach clients and their families. Demonstrated skill in the use of medical equipment and supplies appropriate to the area. Demonstrated word processing and spreadsheet skills. Physical ability to perform the duties of the position.

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### Job Posting

**Job ID:** 11298  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Human Resources  
**Classification Title:** Human Resources, Level A      **Business Title:** Human Resources Associate  
**Department:** Human Resources  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-30      **Available Openings:** 1

### Job Summary

Provides recruitment specialist support to client departments including behavioural interviewing skills, staffing, job evaluation, performance management and attending career fairs. Oversees the electronic recruiting system (E-Recruit Program) by supporting clients with group or individualized training. Provides general advice in regards to interpretation of the collective agreements and other agreements and handbooks governing conditions of employment. Responds to enquiries from the client departments, union representative and employees. Facilitates the placement of employees requiring medical accommodation into alternative positions. Facilitates the layoff recall process in regards to the CUPE 2950 internal placement report. Assists Advisors in performance management issues, organizational structures and preparing termination and layoff letters.

### Organizational Status

Reports to the Manager, Human Resources Advisory Services. Assists Human Resources Advisors and Employee Relations Advisors. Partners with client departments. Works collaboratively with Administrative Secretaries in Advisory Services. Works closely with the Total Compensation section on compensation and benefits related matters.

### Work Performed

Advising and coaching client departments concerning appropriate recruiting practices including: behavioural interviewing; classification; posting deadlines; recall internal external processes; and Staff Finders' requirements. Participating in the development of interview questions, in-baskets tests, and preparation of position descriptions. May participate in departments' interview panels. Participating and or co-facilitating in Selection Interviewing Workshops.

Overseeing electronic recruiting system (E-Recruit Program) by supporting clients with group or individualized training. Providing ongoing feedback to technical support. Participating in the development of on-line web support training.

Providing information and general advice to client departments regarding the interpretation of collective agreements and other agreements and handbooks governing conditions of employment. Referring matters which are more than moderately complex to Human Resources Advisor or Employee Relations Advisor.

Providing information and general advice on University policies, procedures and practices, to client departments, Faculty and employees.



# The University of British Columbia

## Staff Job Postings

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Providing information and general advice to client departments, regarding legislation affecting the work place (e.g. Employment Standards, Human Rights Code, and Freedom of Information).

Providing information and general advice to client departments relating to grievance, layoff, termination, or internal placement procedures involving CUPE 2950 and CUPE 116 staff. Preparing termination and layoff letters. Identifying and referring more complex issues to Human Resources Advisor or Employee Relations Advisor.

Monitoring the recall and internal placement process. Facilitating recall process by meeting with employee and Union representative to determine suitable positions. This includes providing behavioural interviewing information and providing feedback to support the employee in returning to a suitable role.

Assisting Advisors in performance management issues and or organizational structures. Attending meetings with Human Resources Advisors, Employee Relations Advisors and representatives of the union. Preparing termination and layoff letters.

Reviewing and authorizing staff and student appointments, extension, transfers, etc that have a higher level of complexity.

Facilitating the placement of employee's requiring medical accommodation into alternative positions by identifying vacancies and liaising with departments, employee, appropriate union representative and Return to Work program representative.

Advising client department on salary administration for all staff groups, union and non-union including authorization of salary increases. Identifying and referring complex compensation matters to the Compensation Associates Consultants.

Advising and coaching client departments regarding performance management practices. Referring highly sensitive matters to Human Resources Advisor or Employee Relations Manager.

Assisting departments with hiring foreign workers and facilitating application process for labour market opinions.

Participating in the development and the delivery of Human Resources training programs. Assisting with developing written materials for workshop content relating to recruitment.

Attending regular Employee Council Meetings Administrator's Meetings and HR Manager Network Groups with Human Resources Advisor. Participating in group discussion and assisting Advisor in the delivery of information and training to client departments.

Attending weekly team meetings and participating in project work.

May participate in collective bargaining process by serving on bargaining committees.

May serve on various University committees as a representative of Human Resources.

Performs other duties as required.

### **Supervision Received**

Works under the general supervision of the Manager, Advisory Services, and in accordance with established principles and methods. Works closely with and takes direction from the Human Resources Advisors and Employee Relations Managers.

### **Supervision Given**

Monitors the work of the Administrative Secretaries in Advisory Services, as required

### **Consequence of Error/Judgement**



Inappropriate advice or inaccurate information provided to client may result in the filing of grievances, arbitration processes, or the initiation of litigation. Any of these outcomes may have significant financial consequences for client departments, may have a negative impact on the University's relationship with unions and associations and or may contribute to an unfavorable public image of the University. Failure to deliver services to departments in a timely manner may result in a disruption of client department operations.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of two to three years of related experience or the equivalent combination of education and experience. Human resources experience preferably in a complex, unionized environment. Thorough knowledge of current Human Resources Management practices. Knowledge of provincial and federal legislation governing employers' Human Resources practices. Knowledge and experience with a coaching model to influence and advise client units. Working knowledge of the electronic recruiting system an asset. Ability to maintain accuracy and attention to detail. Ability to organize, prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to effectively use Microsoft Office (e.g., Outlook, MS Word, MS Excel). Ability to exercise tact and discretion. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise sound judgment. Ability to establish and maintain supportive working relationships with client departments, union and association representatives. Proven ability to be flexible, confident and self-motivated. Ability to travel on and off-site unit locations.

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## Job Posting

**Job ID:** 11257  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Human Resources  
**Classification Title:** Human Resources, Level B      **Business Title:** Manager Human Resources  
**Department:** Medicine Department  
**Salary:** \$51,099.00 - \$61,343.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-17  
**Job End Date:** 2012-10-16  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2011-09-19      **Available Openings:** 1

Maternity Leave

### Job Summary

Responsible for leading, planning and coordinating the effective and efficient day-to-day infrastructure of all human resource activities across the UBC Department of Medicine. Exercises considerable judgment and initiative in developing systems and procedures that will ensure optimal usage of department and external resources. Responsible for: the management of the recruitment, appointment, reappointment, immigration, termination, leaves and promotion and tenure process for full-time faculty and clinical faculty. And the recruitment, appointment, reappointment, terminations, leaves, etc. of all staff and student appointments. Advises faculty and others with supervisory responsibilities on human resource policies, processes, collective agreements, etc. Directly supervises the Human Resources Team in the Department Administration office. Responsible for the operational management of human resources functions for all Departmental employees.

### Organizational Status

Reports to the Director of Administration and works with the management team and all administration staff.

Communications can be sensitive and confidential and the incumbent must utilize a thorough knowledge of the department in addition to strong communication and interpersonal skills to respond effectively in each situation.

Internal - Meets regularly with Director of Administration and Manager, Finance to exchange information and work collectively on projects and specific goals. Also meets regularly with administration support staff. Interacts regularly with Department Head, faculty, clinical faculty and all levels of staff within the Department of Medicine.

External - Regularly liaises with UBC staff outside the Department such as central Human Resources, Faculty Relations, Financial Services, Faculty of Medicine-Deans Office. Also liaises regularly with external organizations such as College of Physician's & Surgeons, Human Resources Development Canada, Provincial Health Services Authority (PHSA) and Granting Agencies.

### Work Performed

Works collaboratively with the Director of Administration and Department Head by participating in setting and implementing departmental Human Resource strategic plans, goals and objectives. Responsible for ensuring that the Department's personnel activities are consistent with UBC policies and procedures.



# The University of British Columbia

## Staff Job Postings

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- Responsible for the operational management of all human resource activities and processes for the Department of Medicine including the review, development, monitoring, implementation and continued improvements updates to internal processes and systems to support these activities in an effective and efficient manner.
- Manages the recruitment processes for all staff and student hires within the Department.
- Manages the recruitment, advertising of positions, immigration, and appointment of all full-time faculty members in the Department including working with Centres, Institutes, recruitment partners, etc. to ensure that all required procedures have been followed and that applicants invited for interviews are provided with enough information for them to make an informed decision if offered a position.
- Works directly with the Finance Manager on all financial recruitment requirements, this includes salaries, benefit costs, start up funds, housing costs, etc.
- Oversees the activities around faculty appointment, reappointment, promotion and tenure committee meetings in collaboration with the Faculty Hires and Promotions Coordinator.
- Attends departmental meetings; Executive Committee, Faculty Recruitment Committee and Equity Committee.
- Responds to and assists faculty, lab supervisors, work area managers, etc. with human resource issues such as employee job performance, leave management, collective agreements, disciplinary actions and grievances.
- Responds to disciplinary issues and grievances on behalf of the department.
- Acts as communications coordinator for the Department in the dissemination of Human Resources related information.
- Ensures integrity and confidentiality of all personnel records and system for department.
- Responsible for developing a performance review system for the administrative office staff, including identifying opportunities for employee growth and career development; disseminating information on this system to managers.
- Responsible for recruitment of positions directly supervised; assists faculty and others in supervisory roles in employee interview processes including participating in these interviews when appropriate.
- Ensures job descriptions are updated, and maintains departmental organization charts.
- Manages the orientation process for new faculty and staff.
- Responsible for the coordination of leave management records for all staff including accurate accounting of leave taken and identifying patterns of sick leave usage; Advising supervisors on issues around leave management issues and providing them with the tools to manage their staff leave records.
- Maintains current knowledge of human resources policies and procedures and applicable faculty and staff collective agreements, and responds and communicates as warranted.
- Acts as a resource person on HR policies and procedures, including performance management and vacation and sick leave benefits; prepares various materials regarding HR policies and processes to supervisors and staff; ensures information is posted on the Department website as appropriate.
- Advises all faculty, staff, students, and visiting professors on immigration matters.
- Advises and provides recommendations to the Department Head where funding of full-time Faculty positions has not been confirmed;



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## Staff Job Postings

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coordinates one year working notice letters.

- Ensures that the workplace meets UBC and Hospital standards for occupational health and safety.
- Participates in department committees, working groups, etc.; chairs the department (ad hoc) administrative support staff meetings.
- Coordinates all freedom of information requests.
- Performs other duties as required.

### **Supervision Received**

The Director of Administration will provide direction and oversee performance. Expected to work under limited supervision and exercise considerable judgment and initiative in duties and responsibilities. May receive specific instructions on special matters or problems which depart from established objectives. The Manager, Human Resources, will be expected to demonstrate initiative by studying background material, preparing detailed reports and resolving matters independently that are considered moderately complex.

### **Supervision Given**

Directly supervises and manages 1 junior manager and 3 clerical staff in the administration office human resources team, as well as temporary staff as appropriate. Provides guidance as required to junior professionals and clerical staff. Provides advice and assistance to researchers, regarding human resource issues and the management of staff. Responsible for managing all staff performance issues, grievances, employee termination, etc. including following various collective agreements and UBC HR practices and policies.

### **Consequence of Error/Judgement**

This position must use strong organizing and prioritizing skills to effectively and efficiently manage the area of human resources relating to all employee groups in the Department of Medicine.

Exercises considerable judgment initiating and carrying through activities important to the functioning of the Department in the absence of established policies, procedures and guidelines. Errors in judgment or procedures could result in serious human resource or financial problems for the Department. Incumbent will be dealing with sensitive, highly confidential information. Errors could potentially result in miscommunication with regards to new faculty recruitments and or promotion of faculty that could result in legal action by faculty against the University. Errors in handling H.R. matters could result in grievance procedures and a considerable loss of time participating administering this process.

This position is expected to represent the Department of Medicine. If the Department were to be misrepresented, it would adversely affect the credibility of the Department.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of three years experience or the equivalent combination of education and experience. Demonstrated ability to supervise, train and motivate staff. Competency in word processing, spreadsheet and database applications. Experience in human resource management within a union environment. Knowledge of UBC policies and procedures, especially in the areas of promotion and tenure for faculty and recruitment and compensation for various campus employment groups. Experience in working with the University's human resources and administrative systems an asset. Excellent oral and written communication, interpersonal, analytical, problem-solving and organizational skills. Ability to work both independently and in a team environment and to work under pressure to meet deadlines. Ability to exercise judgment, tact, discretion, and diplomacy. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people





# The University of British Columbia

## Staff Job Postings

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in a calm, courteous, and effective manner. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to analyze problems, identify key information and issues, and effectively resolve. Organizational skills. Ability to work in a team environment. Ability to work independently with minimal supervision. Ability to exercise sound judgment. Ability to motivate employees. Ability to effectively recruit, train, supervise, and motivate employees. Ability to train. Ability to prioritize and work effectively under pressure to meet deadlines.

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## Job Posting

**Job ID:** 11188  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level A      **Business Title:** EDI Implementation Coordinator  
**Department:** Human Early Learning Partnrshp  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-01-03  
**Job End Date:** 2012-12-21  
**Funding Type:** Grant Funded  
**Other:** Leave Replacement  
**Date Closed:** 2011-09-29      **Available Openings:** 1

Maternity Leave Replacement

### Job Summary

The Human Early Learning Partnership (HELP) is a collaborative, interdisciplinary research institute that contributes to new knowledge in early child development and enhances the quality of children's early years. The incumbent will coordinate key project deliverables of the Early Child Development (ECD) Program of Research in specific relation to the Early Development Instrument (EDI). The ECD Program of Research is a core HELP research unit whose purposes is to facilitate greater understanding of early child development patterns in neighborhoods across BC through population-based assessment and community mapping. The incumbent will coordinate tasks related to implementation of the Early Development Instrument (EDI) within British Columbia school districts, a standardized research tool for assessing early child development at a population level over time. The incumbent will be responsible for coordinating effective implementation across the entire province, preparing and distributing EDI reports to schools ensuring that all information is kept confidential, liaise with school district and community contacts, coordinate and assist with training, and update databases and web information.

### Organizational Status

This position reports directly to the EDI Implementation Manager, HELP, for EDI-related activities, including coordination of research agreements. The incumbent will work closely with HELP's Deputy Director and members of the department research team.

### Work Performed

Major responsibilities of the EDI Research Coordinator include:

Contacts school personnel to facilitate coordination and administration of a implementation of the research tool - Early Development Instrument (EDI) - in BC school districts province-wide plus independent and Francophone schools on an annual basis:

Advise and respond to issues and questions related to implementation of the EDI and the activities of the ECD Program of Research.

Implements policies and procedures to ensure effective EDI implementation in participating districts.

Ensures standardized research agreements are in place with each participating school district -, coordinates distribution of agreements, and monitors receipt of signed agreements.



# The University of British Columbia

## Staff Job Postings

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Coordinates preparation and distribution of EDI research materials across the Province.

Assists school districts with developing and uploading databases of participating Kindergarten students onto HELP's electronic-EDI Portal; assists teachers to access their class lists and surveys online through e-EDI Teacher Portal; monitors confidentiality throughout the data collection process, and fields questions and issues that arise during EDI roll-out.

Coordinates and assists with EDI District training webinars in November and EDI teacher training in December or January of each year to prepare them for the administration of the EDI in February. This may include assisting with supervising regionally-based trainers.

Prepares school level data reports and community summaries in consultation with the community liaison manager and coordinates dissemination of the same.

Monitors budgetary costs for training and teacher replacement costs, to maintain budget accuracy and facilitate school district reimbursement.

Coordinates and assists with knowledge dissemination activities of the ECD Program of Research, including regional workshops, seminars, conferences, brochures, PowerPoint presentations, etc.

Assists EDI Implementation Manager to update the EDI's Implementation web pages.

Manages basic databases relating to school districts and their EDI participation status; receipt of completed EDIs, receipt of district invoices, school and community report status, etc.

Participates in monthly HELP Research Retreats.

Other duties as may be assigned.

### WORKING CONDITIONS

Works in an individual workstation in a shared office. Office space has overhead fluorescent lighting, and task lighting. Normal office equipment equipped with a PC and shared printer.-

### Supervision Received

Works with some latitude under the direction of the EDI Implementation Manager within established project parameters. The incumbent liaises with HELP's Deputy Director, who has direct responsibility for the ECD Program of Research, as well as other faculty and staff of HELP. Work is reviewed against task objectives.

### Supervision Given

None

### Consequence of Error/Judgement

HELP's continued funding base from the Ministries of Children & Family Development, Health, and Education is dependent on our ability to comply with key deliverables regarding EDI implementation. This position will assist HELP to effectively implement the EDI in BC school districts on an annual basis, and provide research and financial accountability for these provincial funds. Errors or incorrect work or decisions as a result of incompleteness, missed deadlines, lack of attention to details etc., will lead to confusion, lost opportunities and a poor impression of HELP and the University, as well as loss of reputation for the Director and Deputy Director.



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## Staff Job Postings

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### Qualifications

Undergraduate degree in a relevant discipline. University degree in social sciences, public health or education, or equivalent combination of education and experience. Minimum of two years experience or the equivalent combination of education and experience. Related experience in project management in a research environment. Ability to maintain order and control. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to work effectively with minimal supervision. Must be highly organized with the ability to prioritize assignments. Ability to work effectively under pressure, handle heavy volumes and meet demanding deadlines. Ability to effectively manage multiple tasks and priorities. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. The position requires a thorough knowledge of the university policies and procedures, good judgment and the ability to work independently in an interdisciplinary environment. Knowledge and understanding of community mapping and the relationship between neighborhood characteristics and child development an asset. Knowledge and understanding of early child development theories and research and a balance of creative, technical, and social interpersonal skills an asset. Experience with standard computer software applications. Intermediate Word, Intermediate Excel, Intermediate PowerPoint, Outlook.

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## Job Posting

**Job ID:** 11267  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level A      **Business Title:** Research Coordinator  
**Department:** Fac.of Pharmaceutical Sciences  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-11-01  
**Job End Date:** 2012-08-31      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-09-27      **Available Openings:** 1

### Job Summary

The Kassam Lab is involved in community based research related to health promotion of local and international communities. The Research Coordinator will participate in managing and coordinating several international research projects for the Kassam Lab, but will have a primary responsibility to manage and coordinate child and maternal health research in Butaleja, Eastern Uganda.

### Organizational Status

Reports to the Dr. R. Kassam, and works with a team of scientists, clinicians, health care professionals, undergraduate and graduate students, and technical support staff on joint and independent research projects and initiatives.

### Work Performed

Responsibilities will include:

- Coordination of research project will include: development of research protocols and plan, implementation of protocols and plan, communication, oversight and management of budgetary activities, literature searches, ethics application, data coordination, analysis, and report writing.
- Protocol and grant writing.
- Investigation of potential funding sources and other tasks related to obtaining research funding.
- Managing acquisition of supplies, equipment, services, coordinating the processing of all vendor and staff-related payments related to research projects.
- Maintaining CV's for researchers affiliated research projects.
- Performing other coordination duties relevant to the research lab as assigned by Dr. R Kassam.

### Supervision Received

Works under general direction within established policies, procedures and standards. Work reviewed against task objectives and conformity to standards.

### Supervision Given

The incumbent may supervise clerical staff and students.



### **Consequence of Error/Judgement**

A high level of judgement is needed for the sophisticated administrative functions associated with this position. Errors in the management of research accounts, as well as errors in reporting procedures, could result in a waste of financial resources, non-renewal of research funding, or loss of currently held funding. Inadequate documentation, organization, communication, and planning may adversely affect the image and reputation of the research group, individual investigators, or the Faculty of Pharmaceutical Sciences.

### **Qualifications**

Undergraduate degree in a relevant discipline. Must have an undergraduate degree in health, immunology or microbiology and a graduate degree in global health. . Minimum of two years experience or the equivalent combination of education and experience. Must have a minimum of 3 month fieldwork experience in malaria and child and maternal health in rural Eastern Uganda. Must have demonstrated experience in training and supervising research staff for surveys and qualitative research work such as focus groups, case studies and interviews. Requires a minimum of 6 months experience in project management. Previous experience working with researchers is preferred. Must have excellent written and oral communication skills, interpersonal skills (able to listen, negotiate, persuade), organizational and negotiation skills, and the ability to supervise clerical and technical staff. Ability to work independently and within a team environment. Ability to multi-task and to work under pressure to meet deadlines. Must be proficient in computer skills: Word, Excel, N-Vivo and PowerPoint.

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## Job Posting

**Job ID:** 11292  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level B      **Business Title:** Project Coordinator  
**Department:** Human Early Learning Partnrshp  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Part-Time (60%)  
**Desired Start Date:** 2011-10-01  
**Job End Date:** 2012-07-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-09-23      **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

### Job Summary

This position focuses on providing leadership, direction and coordination of the day-to-day operations of the planning, implementation, and evaluation of a population health promotion research project; collaborating with PI and funder to define goals and strategic direction of project; data collection and analyses; document collection; and performing other related tasks. Specific expected tasks and project outcomes include participating in developing a Health Literacy Conceptual Model and Framework; planning and conducting a Canadian and international environmental scan on work related to health literacy; developing health literacy knowledge translation tools and resources; coordinating the collection of information documents reports from individuals in many units departments and organizations; creation of a literature database; report writing and editing.

### Organizational Status

Reports to the Director of the Centre for Population Health Promotion Research. Works in close collaboration with the Director and Project Research Assistant, as well as the key representatives from the Public Health Agency of Canada. Works with considerable latitude and research work is reviewed against achievement of project objectives.

### Work Performed

- Develops and implements project proposals;
- Day-to-day coordination of population health promotion project;
- Makes recommendations regarding project management, and budgetary and research planning issues
- Coordinates and facilitates research team meetings to define project goals and strategy;
- Participates in the selection, supervision, and evaluation of full and part-time research assistants, including graduate students and work-study students;
- Plays a key role in skill development;
- Conducts interviews with study subjects key informants;
- Performs qualitative analysis of interviews;
- Oversees and manages data collection, quantitative and qualitative analyses;
- Conducts document collection and analysis;
- Oversees the creation of Access and Excel databases;
- Facilitates the production of a report on the Health Literacy KnowledgeTranslation Project;



# The University of British Columbia

## Staff Job Postings

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- Presents research results at conferences and meetings;
- Liaises with government representatives and funders;
- Assists in planning future related research projects, preparing and editing grant applications;
- Performs journal article writing and editing;
- Prepares ethical review submissions;
- Performs other related tasks.

### **Supervision Received**

The Project Coordinator reports to the Director of the CPHPR Unit, and the other Co-Investigator. S he will be required to work independently and to display initiative, sound judgment and decision-making and works with considerable latitude. Research work reviewed against achievement of project objectives.

### **Supervision Given**

Manages research assistants and technicians and students.

### **Consequence of Error/Judgement**

Alerts the Director to any unusual situations, which may affect the Centre, and keeps the Director advised of problems that have arisen or that can be anticipated. This work is expected to be completed at a high level of accuracy. Errors in project management could cause hardship to the Centre. Makes professional decisions and recommendations on aspects of the research work and is responsible for the quality of research activities. Decisions regarding the project influence the efficient daily operations of the Centre, and errors could result in costly and time-consuming grievances and affect staff morale and performance.

### **Qualifications**

Undergraduate degree in a relevant discipline. The preferred candidate will have a minimum of an Undergraduate degree in community health, health services administration, public health or related field. Minimum of three years experience or the equivalent combination of education and experience. Minimum of three years of related experience in a senior support position with emphasis on population health promotion research. Experience and knowledge of population health promotion, policy analysis, and impact assessment is also required and must be familiar with both quantitative and qualitative data analysis

. Ability to communicate effectively verbally and in writing. Ability to write well and publish. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work effectively independently and in a team environment. Ability to work effectively with minimal supervision. Ability to make thoughtful, informed, and thorough decisions. Ability to develop and deliver effective presentations and workshops. Ability to communicate with UBC Blogs. Ability to effectively use Microsoft Word, Access, Excel & Powerpoint; NVivo, RefWorks at an advanced level. Ability to liaise with faculty, students, and health authority, local government and community members (some travel in lower mainland of BC) is required.

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## Job Posting

**Job ID:** 11194 (Repost)  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level B      **Business Title:** Laboratory Manager  
**Department:** UBCO-BarberArts&SciencesUnit 3  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-26      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-25      **Available Openings:** 1

### Job Summary

To supervise the day-to-day delivery of the undergraduate Chemistry Laboratory program, its staff, and other associated duties.

The Laboratory Manager's duty is to ensure the completion, either personally, or by assignment, of the following primary tasks (in approximate order of importance). All tasks are to be performed in a safe manner consistent with laboratory (lab) protocols, and must be completed on time, and to such a standard that the delivery of the laboratory program is not compromised.

### Organizational Status

This position reports directly to the Head, Chemistry, Irving K. Barber School of Arts and Sciences.

The Laboratory Manager will train and supervise Teaching Assistants (TAs), Markers and Laboratory Technicians. They will also supervise the organization of the laboratory program in conjunction with the Course Instructors. They may be assigned lab-related teaching duties.

### Work Performed

- Supervises the day to day delivery of the undergraduate Chemistry Lab program, its staff, and other associated duties by:
  - Training TAs, Markers and Lab Technicians. This includes training on instrumentation, safety and laboratory policies. Day to day coordination of, and task assignments for TAs and Markers and conflict resolution for students, TAs and Markers.
  - Assisting with inventory control and store services, including end-of-year inventory and waste disposal.
  - Implementing the lab budget and resource allocations.
  - Monitoring security, safety, privacy and other policies in the labs and attending all relevant safety and licensing courses and also maintaining lab records.
  - Teaching and marking undergraduate labs as assigned by the Head.
  - Adapting, modifying and maintaining teaching equipment, and also participating in undergraduate lab experiment testing and troubleshooting in conjunction with other staff.
  - Assisting the technician(s) in their duties, but only if required.
  - Supervising term start end tasks such as general housekeeping, and printing and distribution of lab manuals.

- Performs other related duties by:



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- Providing supervisory functions as required or assigned by the Head.

### **Supervision Received**

The Laboratory Manager will report to the Unit Head. The Laboratory Manager will implement the Laboratory protocols and Laboratory organization as directed by the Course Instructors. Other than verification that these tasks have been completed, there will be no other direct supervision; considerable autonomy is anticipated.

### **Supervision Given**

The Lab Manager will train and supervise an unknown number of TAs and Laboratory Technicians. This may also include Laboratory Sessionals at the discretion of the Head.

### **Consequence of Error/Judgement**

Safety is paramount in the undergraduate laboratories. All decisions and operations must consider safety first. The position is in the undergraduate laboratories so pedagogic integrity must be maintained on a daily basis. This is a managerial position and subject to the normal disciplinary process's associated with such a position.

Laboratory protocols pedagogy will be designed and implemented by the Course Instructors in consultation with the Laboratory Manager. The Laboratory Manager will implement the protocols pedagogy, enforce them, assign tasks, and select the staff best suited to any given task. They will also train and supervise the staff directly if required.

### **Qualifications**

Undergraduate degree in a relevant discipline. M.Sc. or equivalent in Chemistry or an allied field. Minimum of five years relevant laboratory experience (above that acquired during the M.Sc.). Minimum of three years experience or the equivalent combination of education and experience. Good communication and interpersonal skills. Ability to fix instrumentation will be an asset.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



## Job Posting

**Job ID:** 10950 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level C      **Business Title:** Research Manager  
**Department:** Popultn&PublicHealth,Schoolof  
**Salary:** \$59,602.00 - \$71,550.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-08-29  
**Job End Date:** 2012-08-28      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-09-20      **Available Openings:** 1

### Job Summary

This Research Manager will plan, manage, coordinate and communicate all research activities of the three-year project "Optimal Birth BC". The overall purpose of this project is to develop a sustainable framework, using cesarean delivery as a template, which will support both the uptake of evidence-based obstetrical health care in regional health authorities and informed decision-making among pregnant women.

### Organizational Status

The Research Manager will report to the principal investigator and work cooperatively with a team of co-investigators. The position will work closely with the Perinatal Leads within each of five health authorities who act as liaisons with the Perinatal Services Agency of BC (PSBC) and who oversee the planning and operational functions of perinatal services within their respective regions. The position will also work with the medical, nursing and midwifery clinical leaders in participating hospitals within health authorities. The position will make recommendations to the leadership of the PSBC with respect to management of data.

### Work Performed

The Research Manager will be in charge of organizing and executing all phases of the project.

- Develops and implements strategic work plans and timelines
- Manages budgets (preparing statements & forecasts), authorizes and monitors purchases and expenditures, reconciles accounts - shadow accounting
- Trains Evidence Based Practice Implementation and Change (EPIC) teams at participating institutions in using the EPIC process over a period of 3-6 months at each facility.
- Disseminates study protocol to participating agencies, provides information and explains study objectives.
- Conducts evidence reviews and literature summaries relevant to specific clinical topics
- Composes study updates for participating agencies
- Coordinates the work flow of researchers, data managers, consultants
- Acts as liaison between investigators, the PSBC, BC Health Authorities, the funding agency, and the general public
- Writes and edits research reports and articles for publication
- Writes reports to granting agencies and stakeholders
- Researches funding opportunities and participates in grant proposal writing including writing project proposals and securing



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### funding

Recruits random sample of women for an evaluation survey

Conducts survey of sample women with regard to changes in knowledge, attitudes and preferences for mode of delivery before and after exposure to education materials

Undertakes statistical data analysis

Uses tools to assess barriers to practice change in organizations

Facilitates communication among participating hospitals

Communication activities include: helping to develop communication strategy of the research project, developing promotional material such as a province-wide newsletter and EPIC website, participating in knowledge translation and acting as resource person for public relations issues

Supervises the compilation and analysis of feedback from PSBC on selected indicators every three months for review within and among EPIC teams in health authorities.

Prepares data presentations and reports for Health Authority Perinatal Leaders and Health Authority Perinatal Advisory Steering Committees

Leads and facilitates discussions with Perinatal Leaders and Health Authority Perinatal Advisory Steering Committees regarding evidence for practice change, selection of practice areas for change and indicators for measurement of change

Prepares and presents monthly progress reports to investigating team

Conducts ethical review applications, renewals and amendments

Sources and orders study equipment and supplies

### **Supervision Received**

Incumbent works with considerable latitude.

This position reports to the team of researchers and is directly supervised by the principal investigator.

Work reviewed against achievement of project objectives. This position will meet with supervisors once a week to report on study progress.

### **Supervision Given**

This position supervises a secretary.

### **Consequence of Error/Judgement**

Errors in communications with participating agencies could lead to a presentation of erroneous information, which would damage study credibility. Insufficient supervision could lead to delays in data collection which could compromise data quality and study completion.

### **Qualifications**

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. Preferably, post-graduate degree in public health or related discipline and at least two graduate courses in statistical methods, and one in epidemiology. 4 years or equivalent combination of education and experience if responsible for research project otherwise 6 years or equivalent combination of education and experience if not research work. Preferred experience in the following areas: working in the field of maternal child health, developing health-related professional practice guidelines, supervising staff, liaising with different stakeholders and funding agencies and with conducting systematic reviews. Ability to effectively use MS Office, Excel, PowerPoint, SPSS or equivalent statistical software at an advanced level. Excellent organizational and time-management skills.

Proven ability to work in a confidential environment. Ability to work effectively independently and in a team environment. Ability to communicate effectively verbally and in writing. Willing and able to travel within BC.



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## Job Posting

**Job ID:** 11279  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level C      **Business Title:** Research Manager  
**Department:** Nursing, School of  
**Salary:** \$59,602.00 - \$71,550.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-01  
**Job End Date:** 2012-09-30      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-09-22      **Available Openings:** 1

### Job Summary

This Programmatic Grant, titled Equity-Oriented Primary Health Care Interventions for Marginalized Populations: Addressing Structural Inequities and Structural Violence, includes three inter-related studies conducted in two provinces: BC and Ontario.

This research program brings together an interdisciplinary team of researchers and knowledge users from nursing, medicine, population and public health, community health sciences, and information and media studies, and leaders in Aboriginal health, women's health, and the PHC sector. Key partnerships are with the Public Health Agency of Canada; the Aboriginal Health Program of the BC Provincial Health Services Authority; Aboriginal health organizations; Echo: Improving Women's Health in Ontario; and a variety Primary Health Care clinics in BC and Ontario.

The overarching goal is to contribute new knowledge about innovative Primary Health Care interventions to mitigate the effects of structural inequities and structural violence for marginalized populations, and the policy environments needed to support such programming.

The Research Manager will be based in our Research Unit (Critical Research in Health and Healthcare Inequities (<http://www.nursing.ubc.ca/CRiHHI> ) at the UBC School of Nursing in Vancouver, BC. The Research Manager will be responsible for the overall management and coordination of this program of research, and will travel regularly to Prince George and Victoria BC, and occasionally to London Ontario and Ottawa.

### Organizational Status

The Research Manager will report directly to Principal Investigator and the Co-Principal Investigators. Research staff and research assistants will report directly to the Research Manager. The Research Manager will also be responsible for communication with team members based in cities across Canada, and with research collaborators in New Zealand, Australia and the UK.

### Work Performed

Research Management:

- o Work with Principal Investigator and Co-Principal Investigators to set priorities and goals for the research program
- o Work closely and communicate regularly with the research team members who are based at various universities, healthcare agencies, and government departments



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- o Exercise professional judgment and initiative in the overall coordination and management of the three inter-related research projects
- o Plan and organize research team meetings at multiple sites, and maintain minutes and records of decisions
- o Ensure that all aspects of the research program are running according to schedule, and that the research objectives are met
- o Coordinate research activities conducted at multiple sites concurrently
- o Provide regular updates on research activities that are occurring concurrently at multiple sites
- o Monitor research ethics procedures
- o Responsible for management at the UBC research office, including the set up and maintenance of files, data tracking and storage procedures, etc.
- o Prepare budgets and forecasting requirements
- o Monitor research budgets and implement cost-effective measures to optimize budget utilization
- o Ensure timely notification to Principal Investigator of issues or problems

### Data Management, Data Analysis, and Supervision of Research Staff:

- o Oversee the development of Primary Health Care Indicators for measuring performance quality in Primary Health Care, in collaboration with the research team
- o Oversee the management, coding and analysis of quantitative data in multiple sites, in consultation with the principal investigators and designated co-investigators
- o Oversee the management, coding and analysis of qualitative data collected at multiple sites.
- o Set up systems to manage and track quantitative and qualitative datasets collected at multiple sites.
- o Coordinate the hiring of research staff, research assistants and trainees
- o Provide supervision and leadership to research staff and research assistants
- o Lead the training of research staff and research assistants in quantitative and qualitative data collection
- o Audit and monitor data collection to ensure the quality of data collected at multiple sites
- o Accountable for the work completed by research staff, research assistants and other staff.

### Knowledge Translation and Exchange (KTE):

- o Develop written reviews of literature needed to support specific projects;
- o Work collaboratively with the research team to develop various reports, academic papers, policy papers, press releases, and presentations
- o Collaborate with our knowledge users and partners in planning, organizing and implement KTE activities
- o Perform other related duties as required.

### **Supervision Received**

Principal Investigator and the two designated Co-Principal Investigators will provide direct supervision.

### **Supervision Given**

The Research Manager will be responsible for supervising the Research Assistants and other research staffs.

### **Consequence of Error/Judgement**

The quality and productivity of the research program, the research team's national and international partnerships and communication, and the performance of research staff and research assistants will be affected.

### **Qualifications**

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. Master's or PhD degree in the health or social sciences, preferred. 4 years or equivalent combination of education and experience if responsible for research project otherwise 6 years or equivalent combination of education and experience if not research work. Post-graduate education training and experience in quantitative research



methods, multivariate statistical analysis, and qualitative research methods. Knowledge of Performance Monitoring Indicators (also known as Performance Accountability Indicators) used in healthcare (or other related sectors) preferred. Experience managing multi-site quantitative and qualitative studies. Experience working with healthcare organizations or agencies. Experience providing supervision and leadership to research staff and research assistants. A minimum of two years of administrative experience, skills and knowledge in research management which includes managing large research budgets. Demonstrated ability to supervise research staff; Excellent interpersonal skills; Excellent oral and written communication skills; Demonstrated initiative and the willingness to work closely with members of a research team to ensure problems are resolved quickly and appropriately; Ability to work with people of diverse backgrounds, including members of the community, marginalized populations, health care providers, and policy makers; Ability to be self-directed, and to work both independently and within a team environment;

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.





### Job Posting

**Job ID:** 11291  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level B      **Business Title:** Development Coordinator, Faculty of Applied Science  
**Department:** Development Office  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-26      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-23      **Available Openings:** 1

### Job Summary

To coordinate specific development related duties in support of the University's fundraising mandate. The Development Coordinator is responsible for providing program support to develop, implement and coordinate development programs and services. This position is instrumental in the delivery of programs and services designed to facilitate a lifelong relationship with UBC donors, alumni and students. Participates in on-going fundraising planning.

### Organizational Status

Reports to: Manager of Development.

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors, outside community groups and organizations.

Supervises: No supervisory responsibilities.

### Work Performed

- Prepares briefing notes, plans and reports for management, including analyzing research, drafting notes for review, developing plans for approach of prospects, and preparing subsequent updates based on outcome of meetings;
- Supports the development and implementation of new unit initiatives that advance UBC's strategic plan, Place and Promise;
- Writes donor prospect solicitation materials and correspondence;
- Researches and drafts fundraising proposals for senior management for presentation to donors;
- Ensures accuracy of donor contact activity on donor and alumni database;
- Develops and maintains a deep understanding and expert use of the University's donor and alumni database;
- Ensures that appropriate donor recognition, acknowledgement and stewardship programs are in place;
- Reviews invitation lists for UBC donor events;
- Ensures processing of donor gifts, pledges and receipts;
- Develops unit analytical reports as requested by manager;
- Develops and maintains processes and procedures as needed;
- Participates in on-going fundraising planning and practice and process development;



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- Needs to accommodate flexible hours, attending events;
- Performs other related duties as required.

### **Supervision Received**

Works under direction from manager to achieve objectives. Work is reviewed for achievement of objectives, soundness of judgement and quality of work.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

Programs conducted by the Development and Alumni Engagement portfolio on behalf of the University are very public. The financial and moral responsibility to the University and to donors is significant. The interactions of this position with donors and others external to the University can have serious implications for the Development and Alumni Engagement portfolio. Poor judgement could lead to the alienation of donors, embarrassment to UBC and its senior administration and can result in the loss of significant financial support to the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. The ideal candidate will have a University degree or an equivalent combination of experience or education in a related discipline. Minimum of one year experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to effectively use computers at an intermediate level (e.g., Outlook, MS Word, MS Excel).

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



## Job Posting

**Job ID:** 10881 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level B      **Business Title:** Development Coordinator, Faculty of Forestry  
**Department:** Development Office  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-06      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-22      **Available Openings:** 1

### Job Summary

To coordinate specific development related duties in support of the University's fundraising mandate. The Development Coordinator is responsible for providing program support to develop, implement and coordinate development programs and services. This position is instrumental in the delivery of programs and services designed to facilitate a lifelong relationship with UBC donors, alumni and students. Participates in on-going fundraising planning.

### Organizational Status

Reports to: Director of Development

Works with: UBC faculty and staff involved in fundraising

Contacts: Donors, outside community groups and organizations

Supervises: No supervisory responsibilities

### Work Performed

- Prepares briefing notes, plans and reports for management, including analyzing research, drafting notes for review, developing plans for approach of prospects, and preparing subsequent updates based on outcome of meetings;
- Supports the development and implementation of new unit initiatives that advance UBC's strategic plan, Place and Promise;
- Writes donor prospect solicitation materials and correspondence;
- Researches and drafts fundraising proposals for senior management for presentation to donors;
- Ensures accuracy of donor contact activity on donor and alumni database;
- Develops and maintains a deep understanding and expert use of the University's donor and alumni database;
- Ensures that appropriate donor recognition, acknowledgement and stewardship programs are in place;
- Reviews invitation lists for UBC donor events;
- Ensures processing of donor gifts, pledges and receipts;
- Develops unit analytical reports as requested by manager;
- Develops and maintains processes and procedures as needed;
- Participates in on-going fundraising planning and practice and process development;



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- Needs to accommodate flexible hours, attending events;
- Performs other related duties as required.

### **Supervision Received**

Works under direction from manager to achieve objectives. Work is reviewed for achievement of objectives, soundness of judgement and quality of work.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

Programs conducted by the Development and Alumni Engagement portfolio on behalf of the University are very public. The financial and moral responsibility to the University and to donors is significant. The interactions of this position with donors and others external to the University can have serious implications for the Development and Alumni Engagement portfolio. Poor judgement could lead to the alienation of donors, embarrassment to UBC and its senior administration and can result in the loss of significant financial support to the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. Education: The ideal candidate will have a University degree or an equivalent combination of experience or education in a related discipline. Minimum of one year experience or the equivalent combination of education and experience. Experience: Minimum one year experience in development or related field. Ability to maintain accuracy and attention to detail. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to effectively use computers at an intermediate level (e.g., Outlook, MS Word, MS Excel).

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### Job Posting

**Job ID:** 10667 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level D      **Business Title:** Development Officer, Faculty of Forestry  
**Department:** Development Office  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-07-11  
**Job End Date:** 2014-03-28  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-21      **Available Openings:** 1

### Job Summary

Responsible for administering fundraising programs, including research, developing strategy, preparing proposals, stewardship and moving fundraising accounts through the donor cycle and raising an average minimum of \$.75-1.5M annually; or responsible for supporting development related activities of senior university administration by managing complex relationship with multi-unit stakeholders. Participates in comprehensive plans for identifying, cultivating, soliciting, and stewarding major gift prospects and donors. Assists in developing strategies for closing gifts.

Annual targets to be set by workplan goals and objectives. If position has direct donor contact, metrics are included. If no direct donor contact, annual targets to be set by workplan goals and objectives.

### Organizational Status

Reports to: Director of Development.

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors and outside community groups and organizations.

Supervises: May supervise Development Coordinators, Development Associates and support staff.

### Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the unit;
- Develops and implements a comprehensive plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors;
- Develops and implements strategies for closing major gift solicitations and coordinates staffing for major gift solicitations;
- Develops and manages a portfolio of major gift prospects (75-125) making face-to-face visits (100-125 annually) for the purpose of discovery, cultivation and solicitation strategies for major gift prospects (a major gift is defined as a donation of \$25,000 or more); or is responsible for supporting development related activities of senior university administration by managing complex relationships with multi-unit stakeholders;
- Develops proposals and works with donors to generate gifts for priority projects, with an expectation to make solicitations



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(20-25 annually) at the major gift level; or administering fundraising programs, conducting research, developing strategies and preparing proposals;

- Ensures that appropriate donor recognition, acknowledgment and stewardship programs are in place;
- Generates donor prospect solicitation materials and correspondence;
- Performs other related duties as required.

### **Supervision Received**

Works independently with general direction from manager to achieve objectives. Difficult technical problems and matters non-conforming to UBC policy can be referred to manager.

### **Supervision Given**

May supervise Development Coordinators, Development Associates, and support staff.

### **Consequence of Error/Judgement**

The position is a critical point of contact for donors and university staff in relation to development activities. Incorrect interpretation or communication of university policy and procedures or lack of tact, diplomacy or sensitivity in dealing with major donors and senior administrators could potentially result in damaged relationships and credibility, leading to the potential loss of significant donations.

The position shares responsibility for ensuring proper interpretation and implementation of academic and fiscal policies. If inappropriate advice is given, policies are interpreted incorrectly, or erroneous financial information is provided, the University could be in direct violation of stewardship and trusteeship obligations to donors.

The nature of the work involves a high level of judgement and decision-making. The incumbent participates in decisions concerning the planning, organization and utilization of staff, providing input into staff selection and job performance reviews.

### **Qualifications**

Undergraduate degree in a relevant discipline. Education: An undergraduate degree in an applicable discipline. A degree in commerce, marketing or economics would be an asset. Minimum of three years experience or the equivalent combination of education and experience. Experience: Three years' fundraising or related experience or an equivalent combination of education, training and experience. Requires UBC wide knowledge and understanding of priorities, projects and opportunities. Thorough knowledge of the university environment and academic structure is preferred. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion. Ability to communicate effectively verbally and in writing. Ability to foster community relationships and fundraising opportunities. Ability to analyze problems, identify key information and issues, and effectively resolve.

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## Job Posting

**Job ID:** 11286  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level D      **Business Title:** Manager of Alumni Relations, Faculty of Forestry  
**Department:** Alumni Relations  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-13  
**Job End Date:** 2012-11-12  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2011-09-23      **Available Openings:** 1

### Job Summary

Works closely with the Dean's office and Alumni Affairs and has responsibility to develop, coordinate, execute and lead the Faculty of Forestry alumni relations program. The Alumni Relations Manager will be instrumental in developing and managing priority alumni relationships in order to advance the Faculty of Forestry's strategic goals through building relationships, enriching the lives of alumni and developing relevant and engaging communications materials. The optimal goal is development of a lifelong meaningful relationship between the Faculty of Forestry and its alumni.

Working in collaboration with the Faculty of Forestry Dean's office, development office and UBC Alumni Affairs, the successful candidate works closely with key partners in development and alumni to ensure strategic identification, cultivation and stewardship of relationships with key alumni leaders, which may include; leveraging existing alumni and institutional relationships, identifying volunteer opportunities to engage alumni, building connections to respond to alumni interests, engaging academic units and facilitating fundraising opportunities, and organizing special activities and or events that further such objectives.

### Organizational Status

Reports to: Director of Development, Forestry and Senior Director, Alumni Relations.

Works with: This position is a member of the Faculty of Forestry Dean's Office - Development and Alumni Unit and UBC Alumni Affairs; works closely with UBC Forestry faculty, staff and student leadership; committees; student and alumni groups representing the Faculty of Forestry, colleagues in the Forestry Development Office and the Office of Alumni Affairs.

May involve: the President's Office, Vice-Presidential Offices, Ceremonies, Public Affairs, and other senior administrators, as appropriate.

Contact: Alumni, volunteers, donors, external community and professional organizations and government agencies.

### Work Performed

-Works in partnership with Faculty of Forestry Dean's Office to facilitate strategic alumni relationships to maximize student, alumni and community engagement and support for the Faculty.



- Participates in developing and implementing a comprehensive plan for identifying, cultivating, engaging, and stewarding high-level student and alumni leaders.
- Participates in developing and takes responsibility for implementing strategies to identify alumni needs, attitudes and feelings towards the faculty and connect them with appropriate opportunities and partnerships within the University. Works closely with Director of Development to ensure appropriate recognition, acknowledgment and stewardship programs are implemented for identified student, alumni and community leaders.
- Works closely with Dean, Director of Development and Director of University Partnerships in developing and implementing a program of assessment and evaluation to monitor and measure progress.
- Assist development staff in developing a comprehensive plan for identifying, cultivating, engaging and soliciting donations in support of the faculty.
- Maintains accurate information management of alumni and integrates data collection and data mining into work plan.
- Performs other related duties as required (especially those related to the planning and execution of special events and/or activities).

### **Supervision Received**

Works independently with general direction from the Director of Development, Forestry and Senior Director, Alumni Relations; establishes performance goals and expectations in consultation with same.

### **Supervision Given**

N A

### **Consequence of Error/Judgement**

The incumbent will oversee many of the Faculty of Forestry most visible interactions with alumni, thus errors in judgment could have far-reaching and long-term financial and non-financial consequences. For example, the incumbent will help identify and nurture relationships with influential alumni who may be approached by the Faculty of Arts for key leadership roles.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of three years experience or the equivalent combination of education and experience. Experience at a post-secondary education institution, including significant alumni relations and or advancement experience and or experience in fundraising is preferred. Experience in budget development and control is required. People management experience, and proven leadership abilities. Experience in program development, delivery, and management. Experience in strategic planning, implementation, and communications, or the equivalent combination of education and experience. Ability to exercise tact and discretion. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to effectively manage multiple tasks and priorities. Ability to communicate effectively verbally and in writing. Ability to work effectively with minimal supervision. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to develop and implement strategic business plans. Ability to exercise sound judgment. Ability to work effectively independently and in a team environment. Ability to effectively use job-specific software at an intermediate level (e.g., Outlook, MS Word, MS Excel).

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.





## Job Posting

**Job ID:** 10947 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level E      **Business Title:** Associate Director, Research  
**Department:** Operations  
**Salary:** \$67,383.00 - \$84,230.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-12      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-19      **Available Openings:** 1

### Job Summary

The Associate Director, Research is responsible for the strategic development and management of comprehensive and innovative research services and programs that support the Development and Alumni Engagement (DAE) portfolio's efforts to achieve its goals in the context of UBC Place & Promise (UBC's Strategic Plan).

Reporting to the Chief Administrative Officer, this position works independently and in collaboration with peers in DAE Operations, to deliver superior and effective Research services to internal and external clients. The Associate Director regularly assesses and proactively responds to the changing and diverse information needs of the DAE portfolio, to ensure the quality and timeliness of DAE Research services. In particular, this position builds and maintains a highly effectual partnership with the development and alumni staff in faculties, ancillaries and the central office.

The Associate Director provides vital coaching and mentoring - building and leading a high performing Research team, through proven successful Research experience, to ensure a highly effective and efficient Research program supporting the needs of DAE team throughout campus. The Associate Director leads the Research team to:

- Identify and evaluate prospective major gift donors and alumni volunteers to assist UBC's President, Vice Presidents, Deans, and other DAE staff to establish relationships of engagement and philanthropy that advance the mission of UBC.
- provide comprehensive background information; analyzing the linkages, interests and potential of prospects, and recommending assignment to appropriate DAE staff;
- collect and develop print and digital resources to meet the research needs of the Development and Alumni Engagement Office.

### Organizational Status

Reports to the Chief Administrative Officer, Development and Alumni Engagement

### Work Performed

- Leads a cohesive research team in a collaborative and supportive work environment;
- Provides direction and leadership to maintain the team's commitment to client service that is efficient, professional and of the highest possible quality;
- Establishes policies, procedures and performance standards for the Research Unit to maximize its effectiveness and productivity;
- Manages the strategic objectives of the Research Unit, ensuring that it effectively supports Development and Alumni Engagement



staff in fundraising, alumni relations and information management;

- Communicates with UBC Senior Administration, Development and Alumni staff and campaign volunteers in order to determine information needs and implement research for prospect identification, assignment and tracking;
- Prioritizes research requests and allocation of staff time;
- In the course of effective strategic planning, analyses the research requirements of development and alumni engagement plans. Identifies and manages the information sources used to collect such data;
- Contributes to the direction, strategy and accomplishment of the goals of the Development and Alumni Engagement portfolio;
- Carefully balances the pursuit of DAE goals with the constraints of UBC Privacy Policy with respect to the collection and dissemination of personal information on development and alumni constituents;
- Promotes the contributions and needs of the Research Unit through reports and interactions with senior Advancement Services, Alumni and Development staff;
- Builds and maintains a high performing team (productive and engaged) through recruiting, training, motivating, and coaching the performance of Research Officers;
- Manages the priorities, work flow, and service delivery of Research Officers;
- Identifies, evaluates, and selects new resources and technology for the Research unit;
- Instructs and advises Research Officers in the use of research techniques and resources;
- Oversees teaching of basic research skills to Development staff through formal and informal training sessions;
- Formulates, develops, and implements proactive research strategies to identify new prospective donors;
- Assesses and develops prospect rating procedures;
- Prepares profiles and other reports on major gift prospects and donors;
- Analyzes, synthesizes, and communicates industry, business, and financial information to assist Development staff in moving prospects forward in the development cycle;
- Works closely with the Director, Information Services (Advancement) to ensure ongoing improvements in data quality, reporting, etc. that contribute positively to meeting the overall information needs of the DAE portfolio;
- Does complex research and writes reports on critical topics such as key industries, targeted geographical regions, and philanthropic trends related to UBC alumni engagement and fundraising;
- Recommends strategies for identification, cultivation and solicitation of donors;
- Provides data analysis in support of unit goals and needs. This may include the use of predictive analytics to enhance the accuracy and quality of recommended prospects;
- Advances the prospect research profession by participating in professional organizations, publishing articles, and giving presentations at local, regional, and national professional events;
- Performs other duties as assigned.

### **Supervision Received**

Works independently against set objectives. Reports as required.

### **Supervision Given**

Manages a team of researchers and a varying number of students and contract staff.

### **Consequence of Error/Judgement**

This position is responsible for strategic planning, policy and procedure development, and overall performance of the Research team in support of the University's development and alumni engagement goals and partnerships. The decisions made by the Associate Director of Research significantly impact the Development and Alumni Engagement team as well as other important constituents. Inaccurate, inappropriate or untimely information or analysis could lead to poorly planned or erroneous cultivation, solicitation and stewardship strategies; the loss of major donors or volunteers; significant loss of funds; damage to the reputation of the University; and loss of future donors and volunteers. Poor judgment could lead to the alienation of alumni, donors, and volunteers; embarrassment to the University and its senior administration; and the loss of significant financial support to the University.



# The University of British Columbia

## Staff Job Postings

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### Qualifications

Undergraduate degree in a relevant discipline. A University degree in a related field is required. A post-graduate degree in an appropriate field such as a master's degree in Library and Information Studies or an MBA is highly desirable. Minimum of six years experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience. Minimum six years related experience or an equivalent combination of education and experience. Extensive knowledge of fundraising and information resources and systems is highly desirable. A high level of complex planning, analysis and creative thinking with respect to strategies for identifying prospects, fundraising, and information retrieval and management. Must be intuitive as well as analytical in determining who might be a major gift prospect. Sound judgement relating to potentially sensitive and or confidential information is required as well as knowledge and appropriate application of the Freedom of Information and Protection of Privacy Act. Must have a proven ability to work with sensitive or confidential information. A proven ability to meet production goals within restricted time frames. An ability to supervise and motivate staff. Tact and diplomacy in dealing with senior contacts in the external community to both gain and provide information. A high degree of skill in database, spreadsheet, word-processing, and electronic information system technologies. An understanding of and appreciation for the role of universities in contemporary society. A commitment to the positive role of philanthropy in society. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to communicate effectively verbally and in writing.

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## Job Posting

**Job ID:** 11289  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Business Development  
**Classification Title:** Business Development, Level C      **Business Title:** Business Development Manager  
**Department:** The Sauder School of Business  
**Salary:** \$64,369.00 - \$77,274.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-10      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-09-25      **Available Openings:** 1

### Job Summary

Responsible for developing, and managing the implementation of, strategies and marketing plans to increase local, national and international employment opportunities for undergraduate and masters' students at the Sauder School of Business. Facilitates interaction between recruiters and the students and directly markets students for available positions identified within organizations.

Manages the business development team, including business development managers, event manager, and support assistant. Also provides some support to the Corporate Services group at the Sauder School of Business.

Evaluates existing practices, conducts market analysis, researches companies, establishes personal contact with industry employers and associations, and directly markets students for positions.

Interacts with Senior Consultants Program Development Managers in Corporate Services for follow up on opportunities in customized educational programs, needs analyses and advisory services.

### Organizational Status

Reports to the Assistant Dean, Business Career Centre

Externally, this position interacts with local, national and international employers and industry association representatives ranging from senior level executives to human resources staff. Liaises with UBC campus wide programs and services. Negotiates and reviews project work with outside suppliers.

Internally, this position manages the business development team, works closely with other Career Centre Managers and support staff, and interacts with faculty members, the Undergraduate Office, the Master's Office, Alumni and External Relations, and both the CUS and the MBAS (Executive, Presidents' and Student Councils), and Corporate Services.

### Work Performed

Leadership and Management



1. Supervise staff of the business development team, including business development managers, event manager, and support staff, and effectively manage the day-to-day operations in this area.
2. Recruits, hires and supervises business development staff, event manager, student assistants and or support staff
3. Set annual objectives for the team and propose, manage and monitor the corresponding annual working budget.
4. Develop and lead the implementation of short and long-term marketing strategies for student recruitment and strategic partnerships with key organizations.
5. Develop metrics, collect and analyze career data in order to produce reports that track trends and success

### Job Development

1. Develops business relationships with key local, national, and global organizations through research, personal meetings, and attendance at events to increase knowledge of Sauder offerings and student expertise in the market. Finds Sauder student (Commerce Undergraduate, MBA, MM, Early Masters) employment opportunities including co-op, internship, and graduating career positions. This requires thorough knowledge of the Sauder School of Business student programs and Professional Education offerings, as well as industries, the marketplace, and individual organizations.
2. Develops relationships with potential employers by: personal company visits, assessing client needs, helping companies integrate their strategy with the Sauder School of Business and campus-wide programs and events, linking recruiters with faculty, providing targeted recruitment planning and acting as a recruitment resource.
3. Maintains relationships with employers by continuous contact and by providing opportunities to directly access targeted students (via clubs, student events and conferences, Career Centre skills training workshops, Trek programs and other CUS funded initiatives).
4. Gathers information on competitors' marketing activities.
5. Develops and initiates surveys in support of creating strategies and developing plans.

### Internal Relations & Marketing

1. Develops and implements comprehensive marketing strategies to communicate effectively with the student body, faculty and administration regarding on-campus recruitment activities and BCC services.
2. Organizes, implements and reports on the progress of business development and marketing efforts to the Assistant Dean and Director, Corporate Services. Evaluates the effectiveness of the efforts including analyzing written and verbal feedback received from employers and students. Designs and implements necessary changes.
3. Provides employer alumni information to the Sauder Alumni office to ensure co-ordinated activities.
4. Provides direction to keeping employer information current on the Business Career Centre website.
5. Offers guidance and advice where appropriate to MBA, MM OR, and Early Master students regarding local, national and international job markets, and the MBA Society and clubs in the coordination and promotion of relevant events, such as networking events with industry representatives, and the NetImpact Community Experience Initiative Conference.
6. Liaises with other University services and programs to promote co-operative and collaborative communications with external employers.
7. Closely coordinates business development activities with the Senior Consultants in Corporate Services.

### External Marketing

1. Develops and implements comprehensive marketing strategies for expanding employment opportunities for Sauder students in local, national and international markets. Identifies target markets, determines appropriate methods of communication (e.g personal contact, cold calling, presentations etc.) and organizes activities which provide opportunities to students such as Trek Toronto.
2. Responds to student, staff and employer leads and inquiries relating to recruitment and long term relationship building.
3. Manages key existing employer relationships, including keeping employers informed about upcoming events, programs, and student recruitment opportunities.
4. Develops and designs content and marketing materials in support of promotions for undergraduate and graduate programs.
5. Coordinates production of materials, communications, articles and information.
6. Forecasts employment trends and modifies marketing efforts accordingly.
7. Other related duties as required.



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## Staff Job Postings

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### **Supervision Received**

Works independently under general guidance from the Assistant Dean, Business Career Centre. Participates in setting goals and objectives with the Assistant Dean, Business Career Centre and other Managers.

### **Supervision Given**

Delegates and reviews the work of the business development team. Hires and supervises staff and student assistant(s). Hires and manages contract work performed by outside suppliers such as market research firms.

### **Consequence of Error/Judgement**

Makes independent decisions and recommendations in areas of planning, organizing and scheduling of work. Exercises judgement and tact in dealing with employers, faculty members and students.

This position represents the Sauder School of Business, the students and the university. Incorrect decisions judgement will directly affect the Sauder School of Business and UBC's reputation with the employer community and future alumni of the faculty. Incorrect decisions would have impact on the employment of students, the operations of the programs, and the reputation of the Faculty and the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. Master degree in business administration preferred. Minimum of six years experience or the equivalent combination of education and experience. Excellent interpersonal, communication, research and sales skills with a particular focus on initiating and maintaining relationships with clients. Effective organizational, supervisory, and presentation skills required. Experience in cold calling an asset. Familiar with a university or similar environment an asset. Computer skills required (Word for Windows, Excel, Internet, database and email preferred).

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### Job Posting

**Job ID:** 11281  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level D      **Business Title:** Go Global Advisor, Study & Research Abroad (SARA)  
**Department:** Go Global: Internl Lrng Prog  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-11-21  
**Job End Date:** 2012-11-20  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2011-09-22      **Available Openings:** 1

### Job Summary

Go Global, a systems-wide program, provides international learning opportunities for UBC and partner university students. UBC graduate and undergraduate students have the opportunity to study, research, complete internships, co-op placements and service learning placements around the world and learn from incoming partner students at UBC. Partner university students have an opportunity to studies and or research at UBC via student mobility partnerships. Working with UBC academic programs, Go Global creates partnerships with post-secondary organizations, non-government agencies and communities to provide these opportunities. Go Global SARA Advisor manages established learning opportunities with UBC academic programs through partner universities, develops learning curriculum, facilitates co-curricular workshops and advises students participating in international study, research and co-op, clinical or practicum placements. The SARA Advisor specializes in working with either incoming or outgoing students or with both populations. In addition the SARA Advisor represents Go Global on university project teams and committees. The SARA Advisor will have strong project management and educator skills, and be an exceptional communicator in a complex network of partners and UBC faculties. Office at International House (UBC V) or University Centre (UBC O). Evening and weekend work, and international travel may be required.

### Organizational Status

The Go Global SARA Advisor is a member of the Go Global: International Learning Programs unit in Student Development and Services. The incumbent interacts closely with UBC faculty, UBC students and students from partner universities, departmental and academic advising staff, enrollment services and student affairs staff at both campuses as well as student mobility and academic staff at partner universities.

### Work Performed

1. Program Development and Management
  - Works with UBC academic units to identify academic pathways to integrate study and research abroad learning experiences into UBC academic programs; determining opportunity, approach and process.
  - Works with UBC academic units to establish the value and viability of international learning experiences for students.
  - Provides annual review and assessment of student needs, learning outcomes and general trends to the program partners and stakeholders.
  - Participates in the evaluation of UBC policy impacting international learning programs.



- Makes decisions with and recommendations to UBC academic programs and Student Development and Services units about international learning opportunities and support to students

- Provides information to Manager and academic units on the on-going suitability of university partners based on experience with partner and students

- Develops network within Faculties and across campus units to ensure that students get consistent and accurate information about study and overall learning experience

### 2. Curriculum Development

- Development of co-curricular modules for pre-learning sessions, mid-point and return programs with coordinated collaboration of all project stakeholders

- Development of student leadership, learning and transition, transfer of academic or co-curricular credit programs

- Facilitation of co-curricular sessions and works with UBC Faculty, as appropriate, in courses.

- Assessment of learning outcomes through the delivered curriculum

- Establishing learning objectives for each program

- Facilitation of assessment and evaluation tools for students, UBC staff and faculty.

- Ongoing communication with all stakeholders regarding the logistical and learning program elements

- Negotiation and follow through on key dates and timelines

- Working with student-led approach to programming

### 3. Advising:

- Advises students on suitability of program options in consideration of their academic program focus and learning goals

- Supports students prior, during and post exchange vis-a-vis learning goals, safety, wellness, citizenship and culture.

- Documents opportunities for students, including partner and discipline-specific information, awards, scholarships, health insurance, immigration, housing and safety.

- Ensures that information about the program is current and appropriately positioned to the different audiences including faculty, staff and students at UBC and partner universities

- Assist students in crisis and or facing complex situations including appeals, problems with cultural transition, mental health, family emergencies, accessing health care and insurance, academic concession; and refers as appropriate.

- Liaises and advocates with UBC staff, faculty and partner universities on behalf of students.

- Recruits potential participants through presentations, information fairs and marketing materials

### 4. Admissions and Course Program Registration:

- Manages selection and admission process for incoming students according to UBC admissions policy and UBC department capacity and policy

- Manages selection and acceptance process for outgoing students according to Go Global, UBC academic program and partner universities admission policies.

- Negotiation of space and registration of students into courses with limited capacity; and the documentation of program and faculty restrictions. Advises partners and students accordingly.

- Leads annual review of exchange admissions procedures and makes recommendations on current policy to the Manager and academic units.

- Reports annually on student activity and performance in program.

### 5. Coordination of Awards and Financial Support

- Liaison with Student Financial Assistance and Awards and external funding agencies

- Participate in adjudication committees in the selection of students for awards

- Maintenance of information on financial awards and assistance available through the programs

### 6. Administration

- Supervision of student staff: priorities, schedules, defines student roles and hires student staff

- Management of student participant and program opportunity information on the Go Global database.

- Creation and maintenance of operational manual for SARA procedures

- Development and tracking of project-specific budgets

- Represents Go Global SARA on university project teams and committees

### Supervision Received

Reports to Manager, Study and Research Abroad. The incumbent exercises judgment and innovation in advising, working with partners





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## Staff Job Postings

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and UBC community and in student development programming.

### **Supervision Given**

Will manage student staff and volunteers on various projects. Works collaboratively with other Go Global staff and Advisors within the university. Responsible for timely evaluation of student staff. Provides direction to Student and International Programs Support staff. Will provide input into evaluation of Go Global staff.

### **Consequence of Error/Judgement**

Error will have a strong negative effect on student experience, faculty partnerships and UBC's ability to maintain high performance international relationships with outstanding universities. Incorrect or incomplete information and or inappropriate communication with UBC departments will significantly damage Go Global: International Learning Programs, capacity to meet UBC strategic targets for international engagement and student learning and student opportunity, including student finances and delay of graduation.

### **Qualifications**

Undergraduate degree in a relevant discipline. Preferably completion of a degree in International Education or equivalent. A Master's degree would be considered an asset. Minimum of four years experience or the equivalent combination of education and experience. -Four years of experience in an educational setting or the equivalent.

-Demonstrated experience developing student programs in partnership with academic units and providing advice to students required. Experience in student mobility would be considered an asset.

-Demonstrated experience in project management with strong administrative and office management skills.

-Demonstrated curriculum development and facilitation skills.

-Knowledge of learning outcomes and ability to analyze and report on program data.

-Knowledge of computer office and educational software and willingness to learn to use new systems.

-Proficiency in more than one language would be considered an asset. Interpersonal skills and cross cultural sensitivity.

Ability to use these skills and sensitivity in working with students, staff, faculty and university partners throughout all stages of the program. Communication skills (listening, written and verbal), to effect positive student placement relations, facilitation and negotiation skills, organization and time management, and presentation skills. Ability to communicate credibly and persuasively with University personnel and members of the external public. Excellent judgment and decisionmaking skills to allow the assessment of needs, available resources and capabilities to resolve issues. Excellent computer skills and willingness to learn to use new systems. Professional attitude, demonstration of integrity, confidentiality and excellent work ethic. Ability to manage the complexity inherent within a multi-faceted work environment focused on broad outcomes for participants. Critical thinking and analytical skills. Understanding of the pedagogical value, theoretical and practical issues involved in international learning placements; ability to apply this understanding in the placement context. Proven expertise in designing and delivering educational workshops and information sessions. Ability to work as part of a team on projects as a member who will take initiative and support others in their initiatives.

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## Job Posting

**Job ID:** 11275  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 1                      **Business Title:** Research Asst/Tech 1  
**Department:** Medical Animal Facility  
**Salary:** \$36,122.00 - \$37,889.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-17  
**Job End Date:** 2013-01-31                      **Possibility of Extension:** Yes  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-09-21                      **Available Openings:** 2

### Job Summary

Facility maintenance and cleanliness, sanitizing of caging and equipment, cage preparation, and autoclaving cages. Maintaining daily care of the laboratory animals; feeding, watering, cage changing, sanitizing animal rooms, and equipment. Observations of animals and collection of data, documentation, utilization of standard operating procedures in compliance with ARU, UBC, and CCAC regulations.

### Organizational Status

The position will work in conjunction with other technicians and will report to the Facility Manager.

### Work Performed

- Processing of cages, bottles, racks and other equipment (ex. dumping dirty cages, putting cages and equipment through the cage washer, filling clean cages, preparing (sterilizing) cages.
- Daily care of the laboratory animals, husbandry, and observation of health status, working under guidelines and standard operating procedures in compliance with CCAC regulations.
- General upkeep of the facility, sanitizing disinfection, and disease control.
- Record keeping and documentation of room conditions, pest management food and bedding receiving and general maintenance, etc. Must be able to follow standard operating procedures with attention to detail.
- Changing and sanitizing animal cages, bottles, racks, and other equipment; using cage washer, autoclaves, and other such equipment.

### Supervision Received

The incumbent will work under little supervision in direction consultation with the Facility Manager.

### Supervision Given



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## Staff Job Postings

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N A

### **Consequence of Error/Judgement**

Procedures for the proper sanitization of the facility, caging, and equipment must be followed to ensure the health status of the animals are maintained. Judgement must be exercised to alleviate pain or suffering by the animals. The Facility Manager oversees work; incorrect decisions could result in deterioration of animal health and or disruption or ruination of a research study.

### **Qualifications**

High School graduation. . Minimum of 1 year of related experience or the equivalent combination of education and experience.

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## Job Posting

**Job ID:** 11274  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 1                      **Business Title:** Research Asst/Tech 1  
**Department:** Animal Laboratory  
**Salary:** \$36,122.00 - \$37,889.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-17  
**Job End Date:** 2013-01-31                      **Possibility of Extension:** Yes  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-09-21                      **Available Openings:** 1

### Job Summary

Facility maintenance and cleanliness, sanitizing of cages and equipment, cage preparation, and autoclaving cages. Maintaining daily care of the laboratory animals; feeding, watering, cage changing, sanitizing animal rooms, and equipment. Observations of animals and collection of data, documentation, utilization of standard operating procedures in compliance with JBRC, UBC, and CCAC regulations.

### Organizational Status

The position will work in conjunction with other technicians and will report to the Facility Supervisor or the Facility Manager.

### Work Performed

- Processing of cages, bottles, racks and other equipment (ex. dumping dirty cages, putting cages and equipment through the cage washer, filling clean cages, and preparing (sterilizing) cages.
- Daily care of the laboratory animals, husbandry, and observation of health status, working under guidelines and standard operating procedures in compliance with CCAC regulations.
- General upkeep of the facility, sanitizing, disinfection, and disease control.
- Record keeping and documentation of room conditions, pest management food and bedding receiving and general maintenance, etc. Must be able to follow standard operating procedures with attention to detail.
- Changing and sanitizing animal cages, bottles, racks and other equipment; using cage washer, autoclaves, and other such equipment.

### Supervision Received

The incumbent will work under little supervision in direct consultation with the Facility Supervisor.

### Supervision Given



# The University of British Columbia

## Staff Job Postings

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N A

### **Consequence of Error/Judgement**

Procedures for the proper sanitization of the facility, caging, and equipment must be followed to ensure the health status of the animals are maintained. Judgement must be exercised to alleviate pain or suffering by the animals. The Facility Manager oversees work; incorrect decisions could result in deterioration of animal health and or disruption or ruination of a search study.

### **Qualifications**

High School graduation. . Minimum of 1 year of related experience or the equivalent combination of education and experience.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



## Job Posting

**Job ID:** 11256  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 2                      **Business Title:** Research Asst/Tech 2  
**Department:** Devlpmtl Neurosci&Child Health  
**Salary:** \$38,116.00 - \$41,769.00 (Annual)  
**Full/Part Time:** Part-Time (53%)  
**Desired Start Date:** 2011-10-01  
**Job End Date:** 2013-03-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-09-19                      **Available Openings:** 1

### Job Summary

The Canada Northwest FASD Research Network is attempting to link data collection from all clinics across Canada that routinely perform FASD assessments. In this PHAC funded study we will organize as many of the clinics as are willing (total in Canada equals 44) to provide information on diagnosis, functional diagnosis and treatment recommendations.

### Organizational Status

The Research Assistant will interact with the Principal Investigator and will report directly to the Principal Investigator.

### Work Performed

- Works with each volunteering clinic to identify a route to ethic approval.
- Works with the sites and assists with completing the ethic's applications.
- Interacts regularly with each site during data collection to assure smooth completion of all appropriate forms.
- Responds to phone calls from potential subjects who might have questions about the study.
- Assists with analyzing the data.
- Assists with preparing the final manuscript.

### Supervision Received

The CEO of the Canada NW FASD Research Network who is the PI on this cooperative agreement will supervise. The Research Assistant will be expected to develop a work plan and timelines and to exercise good judgment and initiative in his her responsibilities.

### Supervision Given

May provide assistance to support staff to ensure that project goals are met in a timely and efficient manner.

### Consequence of Error/Judgement

Errors made could influence the implementation of the project and its stated goals of delivery. It also could influence the ability of the program to meet critical deadlines and therefore impact the credibility of the Principal Investigator and delay the



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advancement of the eventual goal of regular national data collection on those with FASD.

### Qualifications

High School graduation. A candidate with University degree in a related field or relevant post secondary training is preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience with any aspect of research into FASD and knowledge of medical ethics review applications is preferred. Ability to effectively use MS Word, Access, and Excel and or equivalent spreadsheet applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively with minimal supervision. Excellent social skills with professionals and parents. Ability to identify and relate to concerns of others and to exercise judgement when resolving difficulties. Ability to communicate effectively verbally and in writing. Willingness to work on some weekends and holidays. Ability to learn new software. Physical ability to perform the duties of the job. A valid BC Driver's License is required. Daily access to a vehicle is required.

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### Job Posting

**Job ID:** 11259  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 2                      **Business Title:** Research Asst/Tech 2  
**Department:** Human Early Learning Partnrshp  
**Salary:** \$38,116.00 - \$41,769.00 (Annual)  
**Full/Part Time:** Part-Time (40%)  
**Desired Start Date:** 2011-10-01  
**Job End Date:** 2012-09-30  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-09-26                      **Available Openings:** 1

### Job Summary

The Research Assistant provides support and coordination for research activities and deliverables of the Forum for Early Child Development Monitoring at the Human Early Learning Partnership. The Forum for Early Child Development is a consortium with a focus on early child development monitoring. It is an open affiliation of people & organizations committed to helping build a comprehensive, population-based early child development monitoring system across Canada ([www.childdevelopmentmonitoring.net](http://www.childdevelopmentmonitoring.net)). The Forum secretariat and National Research Lead are based at the Human Early Learning Partnership at UBC. The Network of Experts is comprised of leaders and research experts from across Canada engaged in a segment of the monitoring agenda.

### Organizational Status

This position is responsible for supporting and coordinating research, collaboration and knowledge translation activities related to the Forum for Early Child Development Monitoring and the National Network of Experts and reports to the National Research Lead.

### Work Performed

Major responsibilities include:

1. Research support for the National Research Lead:

- Assist with preparation reports and communication materials;
- Update the National Research Lead of new information and areas requiring attention or follow-up
- Coordinate preparation and distribution of research materials and verify work for accuracy and completeness;
- Coordinate and assist with knowledge dissemination activities;
- Conduct literature searches.

2. Coordination activities:

- Assists with organization and updating of research work plans and timetables;
- Coordinate local and national research meetings for the Forum;
- Coordinate and participate in conference calls and meetings;
- Prepare and send regular communications to Forum members;
- Send updates on upcoming activities and events of interest, pan-Canadian monitoring activities and progress to forum members;
- Maintain, coordinate, and update content of web pages;
- Coordinate planning of meetings, conferences, and symposia as necessary;





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## Staff Job Postings

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- Contact and schedule invited speakers;
- Maintain electronic database of forum collaborators.

### **Supervision Received**

Reports to the National Research Lead.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

Exercises initiative, tact and judgement in handling matters of a routine and non-routine nature. Works with conflicting demands and determines priorities. Must respect confidentiality of information handled. Errors or incorrect work or decisions as a result of incompleteness, missed deadlines, lack of attention to details etc., could result in lost opportunities and delays for other staff or embarrassment to the Director, Associate Director or HELP. Damage to HELP's reputation may occur if the incumbent does not deal tactfully and helpfully with faculty affiliates, University Departments or Institutions, government, or community members.

### **Qualifications**

High School graduation. University degree in social sciences, public health, education, or any other area related to children's developmental health an asset. Minimum of 2 years related experience or the equivalent combination of education and experience. Minimum two years related experience in coordinating research projects, or an equivalent combination of education and experience preferred. Knowledge of University policies and procedures. Knowledge and understanding of early child development monitoring theory, tools and processes an asset. A balance of creative, technical, and social interpersonal skills is an asset. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to understand and apply policies, procedures, and instructions. Ability to effectively manage multiple tasks and priorities. Ability to maintain accuracy and attention to detail. Ability to effectively use MS Office at an intermediate level. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to prioritize and work effectively under pressure to meet deadlines. Proven ability to work successfully with a wide range of groups and individuals, including community groups, researchers, the public sector and multiple levels of government.

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## Job Posting

**Job ID:** 11021 (Repost)  
**Location:** Vancouver - Other  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Research Asst/Tech 3  
**Department:** Cont. Professional Development  
**Salary:** \$40,190.00 - \$43,829.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-19  
**Job End Date:** 2012-09-18  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-09-19                      **Available Openings:** 1

### Job Summary

To perform various research and associated administrative activities in support of innovation and education research for the UBC Division of Continuing Professional Development (UBC CPD).

### Organizational Status

The individual interacts with CPD staff members, physicians and other health professionals in practice, funding agencies, and physician organizations.

### Work Performed

Assisting in planning project activities; assisting in implementing activities;  
 Working with health professionals in developing needs assessment instruments and surveys;  
 Helping develop and conduct surveys; leading focus groups and conducting interviews;  
 Preparing, collecting, entering, and analyzing data (qualitative and quantitative);  
 Supporting the preparation of conference presentations and research reports;  
 Investigating applicable granting agencies; searching and compiling submission criteria; assisting with developing grant proposals and frameworks; assisting in the final drafting of proposals; drafting components of letters of intent;  
 Performing other related duties.

### Supervision Received

Works under general supervision; receives detailed instructions on the assignment of new duties from project managers or director.

### Supervision Given

May oversee the work of one or two more less experienced employees in which case they are responsible for accuracy and production.

### Consequence of Error/Judgement

Tasks are assigned and the candidate plans and schedules his her own work. Failure to work cooperatively and collaboratively



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with UBC CPD staff could lead to lower office productivity.

### Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree (Graduate degree an asset) in an area of health science plus minimum three years of related experience. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience with a variety of research traditions and methodologies Experience with data analysis software (SPSS, Nvivo or equivalent preferred) Experience with the BC medical community. Ability to prepare effective grant applications. Knowledge of educational research requirements and procedures. Computer experience required (Word, Excel, Outlook, and Internet Explorer preferred). Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise tact and discretion. Ability to make thoughtful, informed, and thorough decisions. Effective organizational skills. Ability to work effectively independently and in a team environment.

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## Job Posting

**Job ID:** 11261  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3  
**Department:** Human Early Learning Partnrshp  
**Salary:** \$40,190.00 - \$43,829.00 (Annual)  
**Full/Part Time:** Part-Time (53.32%)  
**Desired Start Date:** 2011-10-01  
**Job End Date:** 2012-03-31 **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-09-20 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

### Job Summary

This is a part time position in an IT pool, and is primarily responsible for IT support for the Secure Research Environment at Population Data BC (PopData BC) in the Human Early Learning Partnership (HELP), in addition to some IT related tracking and organizational needs.

Specific duties include:

- Hands-on trouble shooting for primarily desktop types of issues, including hardware and software,
- Responds to user trouble calls and problems that range from simple to complex,
- Tracking of assets including computers and software
- Review of server and network logs
- Set up file permissions

### Organizational Status

Reports to the PopData BC Systems & Security Manager Integrated IT Pool manager. Works with faculty, staff, researchers and students affiliated with PopData. Has contact with external vendors for product research and or procurement.

### Work Performed

- Assists in set-up and training users with user accounts and SecurIDs,
- Troubleshoots user problems - software applications, VPN set-up, system issues, viruses, network procedures, etc. Uses and updates trouble-ticket system to manage workload and priorities
- Documents procedures, problems resolutions on central IT wiki,
- Supplements and revises as needed documentation to support staff on use of software and hardware,
- Reviews server, network and data download logs on a daily basis and addresses issues as necessary (in conjunction with IT manager)
- Sets up accounts and assign necessary file permissions for new users, changes to user privileges
- Ensures that tracking of hardware and software assets is up to date and that all appropriate SW licenses are purchased or renewed in a timely manner
- Installs and configures hardware and software, sometimes with the use of standard images



- Manages the mobile training lab - laptops for remote training uses
- Performs small focus group interviews with recent users of the Secure Research Environment to support continuous quality improvement.

### **Supervision Received**

Works under the supervision of the PopData BC Systems & Security Manager. Works under limited supervision when on service calls. Sets priorities and performs most duties independently. Consults with service clients (faculty & staff) as required.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

Breaches of privacy or security could result in legal and ethical repercussions for PopData & UBC. Errors or incorrect decisions can adversely affect the work of researchers, the reputation of PopData, and the security of the data.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. . Minimum of 3 years related experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Exceptionally strong organizational skills and interest in organizing, tracking;  
Desktop support experience  
Experience with software applications (Microsoft Office product suite, data analysis applications such as SAS, STATA, SPSS);  
Ability to explain technical terms and problems in laymen's language;  
Very thorough knowledge of PC Windows Family  
Previous support and experience with VMware workstation;  
Previous experience with remote access and secure (SSH);  
Proven computer troubleshooting experience;  
Must have a positive attitude and be a team player.

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## Job Posting

**Job ID:** 11249  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Research Asst/Tech 3 (JCP)  
**Department:** The Sauder School of Business  
**Salary:** \$ 20.61 - \$ 22.48 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2011-09-19  
**Job End Date:** 2012-03-30  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-09-20                      **Available Openings:** 2

### Job Summary

To undertake tasks associated with research development and dissemination. Performs complex tasks requiring a reasonable knowledge of the procedures of the unit.

Must qualify under the Job Creation Program (JCP) criteria e.g. be on EI or have been on EI in the last three years, currently working less than 20 hours a week, and residing in Vancouver.

### Organizational Status

Reports to Director, Research Support Services. Works closely with the faculty member and staff related to the specific project.

### Work Performed

Research and data collection in support of ongoing programs of research for various faculty and staff members. These tasks include:

Collecting, recording, analyzing, and interpreting information obtained through interviews, questionnaires, etc. with research participants;

Conducting literature searches and reviews;

Project planning activities such as planning one's time schedule based on needs of the faculty members who are conducting the research;

Undertaking various research related activities involving software such as NVIVO, SPSS, etc.;

Assisting with designing and conducting questionnaires, surveys, focus groups etc. in the conduct of data collection;

Writing reports;

Assisting faculty members with various tasks associated with planning research related workshops or conferences;

Entering research data into various data bases;

Conducting interviews with faculty members in order to develop research related stories in draft form for an internal newsletter;

Various other duties as requested in the conduct of research.

### Supervision Received

Reports to the Director, Research Support Services;



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Receives direction from other Management & Professional staff and faculty members on specific projects, as appropriate;  
Works independently, under general supervision; and  
Sets priorities and performs most duties independently, occasionally consulting supervisor with reference to new or complex problems.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

Exercises initiative, tact and judgment in handling inquiries of a routine and non-routine nature;  
Works with conflicting demands and independently determines priorities;  
Respects confidentiality of highly sensitive information;  
Errors or incorrect decisions could result in failure to meet faculty and research staff objectives, delays for other staff, and embarrassment to the unit and faculty; and  
Damage to the unit's reputation may occur if the incumbent does not respond appropriately to requests from faculty members and senior administrators.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. . Minimum of 3 years related experience or the equivalent combination of education and experience. Collecting data and synthesizing information;  
Writing, using academic conventions;  
MS Word, Excel, Power Point; Internet and email;  
Publishing programs, social media tools, etc.;  
Customer service, use of various office tools etc.;  
English writing and oral communication (e.g. excellent command of grammar, spelling, and punctuation).

Deal effectively and tactfully with faculty members, senior administrators, graduate students, outside and internal media personnel, peers in other units within Sauder and at UBC, and the general public;  
Work under pressure with minimum supervision in dealing with the demands of a busy office;  
Interpret, apply and make decisions within established UBC guidelines and regulations;  
Make informed decisions relating to sensitive policy and personal issues.  
Experience working in a research, media and or academic environment; Excellent interpersonal and problem solving skills; and  
Excellent writing and multi-media and computer skills.

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## Job Posting

**Job ID:** 11258  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Research Asst/Tech 3  
**Department:** Cellular&PhysiologicalSciences  
**Salary:** \$40,190.00 - \$43,829.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-26  
**Job End Date:** 2012-09-25  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-09-26                      **Available Openings:** 1

### Job Summary

Under supervision of the Lab Manager employee will provide support in the Gross Anatomy laboratory and other teaching areas of the Anatomy Department. Department Head and Director of the Body Program provide overall supervision.

### Organizational Status

Employee works from oral written instructions and from a set schedule with minimum supervision, and will report to the Lab Manager to discuss new and unusual problems.

### Work Performed

#### Gross Anatomy Laboratory (70%)

Maintenance work areas: in the Gross Anatomy medical student laboratories, morgue and dissecting areas duties include: Cleaning cadaver trays, counters, sinks, commodes and laboratory floors as required; washing instruments; tidying rooms; replacing, and organizing supplies; putting away specimens; making solutions; moving cadavers into coolers and onto dissecting tables; moving dissecting tables and other lab equipment; body receipt and preparation embalming and storage; prosecting, plastination and histology slides as required; repairing skeletons and anatomical models, maintaining and organizing student bone collection and prosected specimens; cataloguing these collections and other duties as required in the Gross Laboratory lab.

#### Other Duties (30%)

Maintain and order supplies for all the teaching, labs and morgue areas.  
Updating MSDS and safety requirements, WHMIS.  
Updating body program database, with new donor info.  
Optimize and develop new methods techniques.  
Assist during labs, also external and workshops  
May be required to assist AV technician with minor duties in lecture theatres: set up equipment for lectures.  
Other duties as may be required in the other areas of the Department.  
Arrange pick-up, delivery of bodies and cremations.  
Require maintenance people for repairs if needed.  
Do minor maintenance repairs.





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### **Supervision Received**

General supervision provided by the Lab Manager and Senior Technician. Daily duties carried out without supervision. Supervision may occur when changes in procedures are introduced.

### **Supervision Given**

Supervise students during Gross labs.

### **Consequence of Error/Judgement**

Strictly adheres to preset protocols, and follows procedures as outlined by supervisors. Unusual problems are referred to supervisors.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. MSc or BSc preferred. Additional training and background in Anatomy will be an asset. Minimum of 3 years related experience or the equivalent combination of education and experience. Ability to work effectively independently and in a team environment Ability to communicate effectively verbally and in writing

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